
TWENTY-SIXTH ANNUAL REPORT

OF THE

CIVIL SERVICE COMMISSION

OF

MASSACHUSETTS.

FROM OCT. 1, 1908, TO SEPT. 30, 1909, INCLUSIVE.



BOSTON:

WRIGHT & POTTER PRINTING CO., STATE PRINTERS,
18 POST OFFICE SQUARE.
1910.

APPROVED BY
THE STATE BOARD OF PUBLICATION.

CONTENTS.

	PAGE
NAMES OF COMMISSION, OFFICERS AND EXAMINERS, . . .	5-8
REPORT OF COMMISSION,	9-26
APPENDIX,	29-234
Civil Service Law,	77-109
Civil Service Rules,	110-142
Examinations for clerical service,	181, 182
Instructions to Applicants,	179, 180
Regulations,	143-150
Regulations for labor service of Boston,	151-156
Report of Pay-roll Inspector,	69-72
Report of Physical Inspector,	73-76
Reports of the Secretary, Chief Examiner and Registrar	
of Labor,	29-68
Schedule of Examinations,	161-178
Special Instructions to Examiners,	157-160
Specimen Examination Papers,	183-234

CIVIL SERVICE COMMISSION.

CHARLES WARREN, *Chairman*, DEDHAM.

FRANK FOXCROFT, CAMBRIDGE.

JOSEPH C. PELLETIER,¹ BOSTON.

ELMER L. CURTISS,² HINGHAM.

Chief Examiner.

HENRY SHERWIN, JAMAICA PLAIN.

Secretary.

WARREN P. DUDLEY, BELMONT.

Office of Civil Service Commission, Rooms 151-153, State House, Boston.

Physical Inspector.

ANDREW F. DOWNING, M.D., CAMBRIDGE.

Registrar of Labor, — Labor Office, State House, Boston.

JOHN C. GILBERT.

Registration Clerk, — Labor Office, City Hall, Cambridge.

HARRY L. LINCOLN.

Registration Clerk, — Labor Office, City Hall, Newton.

CHENEY L. HATCH.

Registration Clerk, — Labor Office, City Hall, Everett.

ELMER E. SPEAR.

Registration Clerk, — Labor Office, City Hall, Worcester.

WILLIAM B. CONNOR.

¹ Resigned Oct. 12, 1909.

² Appointed Oct. 20, 1909.

EXAMINERS.

For the Commonwealth and Boston Services.

ALEXANDER BURR.
 FREDERICK L. COBURN.
 DAVID CRAIG.
 JOHN CRAWFORD.
 CHARLES E. DAVIS, Jr.
 CHARLES G. DAVIS.
 WILLIAM F. DAVIS.
 ARTHUR W. DEAN.
 JOHN F. DEVER.
 RUSSELL D. ELLIOTT.
 JOSEPH D. FALLON.
 PARKER B. FIELD.
 GEORGE H. GRUEBY.
 WILLIAM D. HAWLEY.
 ALICE L. HIGGINS.
 JAMES O. JORDAN.
 FRED H. KIMBALL.
 JOSEPH LEE.

HENRY MANLEY.
 FRANK A. MCINNES.
 EDWARD F. MILLER.
 JOSEPH A. MOORE.
 CHARLES H. MORSE.
 HENRY M. NOURSE.
 WILLIAM H. PEAR.
 GEORGE W. PERKINS.
 BENJAMIN PETTEE.
 WILLIAM L. PUFFER.
 JOHN R. RABLIN.
 CHARLES W. ROSS.
 GEORGE E. RUSSELL.
 ANDREW J. SAVAGE.
 WILLIAM T. SEDGWICK.
 ZILPHA D. SMITH.
 S. EVERETT TINKHAM.
 JAMES TUCKER.

For the City of Beverly.

WILLIAM A. LEE, *Secretary*.
 DUDLEY N. GRIFFIN.
 CHARLES F. LEE.

For the City of Chicopee.

CARRIE M. STEBBINS, *Secretary*.
 FREDERICK L. HINKLEY.
 ALFRED L. POMEROY.

For the City of Brockton.

DEWITT C. PACKARD, *Secretary*.

For the City of Everett.

CHARLES H. NEWCOMB, *Sec'y*.
 THOMAS F. GARVEY.

For the Town of Brookline.

WILLIAM H. WHITE.
 BENJAMIN S. BLANCHARD.

For the City of Fall River.

EDWARD F. MURPHY, *Secretary*.
 WILLIAM B. LOVELL.

For the City of Cambridge.

WILLIAM TAGGARD PIPER.
 EDWARD A. COUNIHAN, Jr.

For the City of Fitchburg.

WALTER A. DAVIS, *Secretary*.
 FREDERICK FOSDICK.
 ERNEST W. GILSON.

For the City of Chelsea.

R. PERRY BUSH, *Secretary*.
 DENNIS A. O'BRIEN.

For the City of Gloucester.

CHARLES H. MORROW, *Secretary*.
 FREDERICK A. PEARCE.
 CHARLES P. HENNESSEY.

EXAMINERS — *Continued.**For the City of Haverhill.*

EDWARD B. SAVAGE, *Secretary.*
LORENZO FROST.
PHILIP C. SWETT.

For the City of Holyoke.

WILBERT T. DEAN.
ADDISON L. GREEN.
ISAAC E. SAWYER.

For the Town of Hyde Park.

CHARLES F. SPEAR, *Secretary.*
J. ROLAND CORTHELL.

For the City of Lawrence.

WILLIAM T. KIMBALL, *Secretary.*
JOHN J. DONOVAN.
FRED H. EATON.

For the City of Lowell.

CHARLES H. CONANT, *Secretary.*
JOHN J. COLTON.
JOSEPH SMITH.

For the City of Lynn.

RUFUS KIMBALL.

For the City of Malden.

JAMES O. OTIS, *Secretary.*
FRANK A. BAYARD.
JOHN W. DRAKE.

For the City of Marlborough.

WILLIAM H. MURPHY, *Secretary.*
JOHN L. STONE.
GEORGE L. STEVENS.

For the City of Medford.

ALLSTON P. JOYCE, *Secretary.*
ERNEST B. MOORE.

For the City of Melrose.

WALTER DEHAVEN JONES, *Sec'y.*
WILLIAM A. DOLE.
GEORGE H. DEARBORN.

For the Town of Milton.

SINCLAIR KENNEDY.

For the City of New Bedford.

GEORGE P. BROCK, *Secretary.*
ALBERT B. DRAKE.

For the City of Newburyport.

OLIVER B. MERRILL, *Secretary.*
HENRY B. LITTLE.
JOHN F. YOUNG.

For the City of Newton.

JOHN C. BRIMBLECOM, *Secretary.*
DWIGHT CHESTER.
FRANCIS GEO. CURTIS.

For the City of North Adams.

GEORGE FRENCH, *Secretary.*
ARTHUR W. CHIPPENDALE.
OSCAR A. ARCHER.

For the City of Northampton.

JOHN W. MASON, *Secretary.*
MELVIN L. GRAVES.

For the City of Pittsfield.

LOUIS B. CUMMINGS, *Secretary.*
STEPHEN C. BURTON.

For the City of Quincy.

GEORGE T. MAGEE, *Secretary.*
HARRY L. RICE.
LUTHER S. ANDERSON.

EXAMINERS — *Concluded.**For the Town of Revere.*

ALBERT S. BURNHAM, *Secretary.*
ALBERT FITZMEYER.

For the City of Salem.

J. CLIFFORD ENTWISLE, *Sec'y.*
ARTHUR W. WEST.

For the City of Somerville.

FREDERIC W. COOK, *Secretary.*
EDWARD C. BOOTH.
CHARLES M. HEMENWAY.

For the City of Springfield.

STEPHEN P. BURNS, *Secretary.*
CHARLES H. CHURCHILL.
FREDERICK H. STEBBINS.
ROBERT S. FOLSOM.

For the City of Taunton.

MARTIN J. LINCOLN, *Secretary.*
ABNER COLEMAN.
JOHN E. BROWNE.

For the City of Waltham.

LUMAN N. HALL, *Secretary.*
CORNELIUS J. MCCORMICK.
MELVIN M. JOHNSON.

For the City of Woburn.

HERBERT B. DOW.
FRANCIS A. PARTRIDGE.

For the City of Worcester.

WILLIAM B. CONNOR, *Secretary.*
JAMES EARLY.

The Commonwealth of Massachusetts.

*To the Honorable the Senate and House of Representatives in
General Court Assembled.*

In pursuance of the provisions of chapter 19 of the Revised Laws, we respectfully submit herewith the twenty-sixth annual report of the Civil Service Commission for the period from Oct. 1, 1908, to Sept. 30, 1909, inclusive.

On July 14, 1909, Mr. Joseph C. Pelletier was reappointed Commissioner, and qualified July 20, 1909.¹

Mr. Charles Warren has continued to be chairman.

Eighteen years ago in its eighth report this Commission said: "A civil service system is not a theory regarding a deserved reform, but an accomplished result, thoroughly accepted as a part of the administrative system." If this was so eighteen years ago, much more is it true to-day; for the Civil Service Law has been on the statute book twenty-five years, since June 3, 1884 (Acts of 1884, c. 320), and the first Civil Service Rules went into effect March 30, 1885.

Year by year, more and more positions have been included in the classification, — partly by order of the Governor and Council in approval of the rules made by the Commission for such classification, partly by action of the Legislature itself.

It is sometimes stated by opponents of the Civil Service system that the Commission has outstripped public opinion in classifying and bringing positions under its jurisdiction. These critics forget that the Legislature itself has many times endorsed the principle of the merit system by extending it, independently of any action on the part of the Commission, as shown by the following statutes: —

¹ Mr. Joseph C. Pelletier resigned as Civil Service Commissioner on Oct. 12, 1909; and Mr. Elmer L. Curtiss was appointed to fill the vacancy Oct. 20, 1909, and qualified the same day.

Acts of 1889, c. 352: An act placing engineers and others having charge of steam boilers in school buildings in the city of Boston under Civil Service Rules.

Acts of 1893, c. 253: An act placing truant officers in the city of Boston under Civil Service Rules.

Acts of 1894, c. 267: An act extending the provisions of the Civil Service Act to towns having a population of twelve thousand or over.

Acts of 1899, c. 376: An act to provide for the better enforcement of the laws relative to the Civil Service.

Acts of 1900, c. 69: An act to extend the provisions of the Civil Service Act to the police and fire forces of the town of Milton.

Acts of 1900, c. 133: An act to extend the provisions of the Civil Service Act to the police and fire forces of the town of Natick.

Acts of 1901, c. 78: An act to extend the provisions of the Civil Service Law to the police and fire forces of towns.

Acts of 1903, c. 102: An act to extend the provisions of the Civil Service Act to the town of Milton.

Acts of 1907, c. 292: An act to extend the provisions of the Civil Service Act to the town of Hyde Park.

Acts of 1909, c. 382: An act to include sealers and inspectors of weights and measures in cities and in certain towns within the classified Civil Service.

Acts of 1909, c. 536, § 7: (Placing plumbing inspectors within the classified Civil Service.)

Acts of 1909, c. 486, § 15: (Repealing in part section 20 of Acts of 1895, c. 449, which exempted from the Civil Service Law certain positions of secretary and assistant superintendent and assistant commissioners.)

In addition to the above, the Legislature, by the provisions of Acts of 1893, c. 477, § 5, Acts of 1894, c. 455, § 5, and Acts of 1897, c. 265 § 5, required the Civil Service Commission to conduct examinations of plumbing inspectors and of gas fitting inspectors.

By Acts of 1908, c. 210, the Legislature imposed on the Commission the duty of certifying all pay-rolls, bills and accounts for salary or compensation of persons in the service or employment of the city of Boston; and by Acts of 1909, c. 486, the Legislature has imposed on the Commission the burden of investigating the qualifications of all appointees for heads of departments in the city of Boston.

Besides these additional functions imposed upon the Commission by the Legislature, the amount and scope of the work

of the Commission, through the natural growth and extension of the system in twenty-five years, has been very great, — a detailed description of which was given in the last two annual reports, and need not be repeated here.

The Commission still believes that it would promote the efficiency of the service if the Legislature would make such provision for the Commission as would enable it to carry out long-needed reforms in administration, and in particular to come into closer touch with local conditions and officials in cities outside of Boston, by giving hearings and holding meetings in such cities and investigating local complaints and conditions.

Massachusetts is the only State in which the State Commission has under its jurisdiction not only all the State classified positions, but also the positions of all the cities of the State.

The increase in the work of the Commission during the past five years is clearly shown by the following table: —

NUMBER OF MEETINGS AND EXAMINATIONS.

	1904-05.	1905-06.	1906-07.	1907-08.	1908-09.
Number of meetings held, . .	103	183	176	174	198
Number of hearings given, . .	56	142	195	153	128
Persons examined competitively,	3,010	3,870	4,442	4,652	4,851
Number of competitive examinations.	150	179	209	203	211

DEPUTY EXAMINER.

The Commission has for several years recommended legislation or appropriations sufficient to allow it to appoint a Deputy Examiner. No longer "a theory but a condition" confronts it. The great increase in number of examinations required to be held, and the host of applicants for examination, are such that one Chief Examiner, even with the help of the Pay-roll Inspectors and other clerks, can no longer hold the required examinations. There are not enough days in the year for one man to do this whole work. The Commission must either refuse to hold many examinations, or must allow provisional appointments. Either course will be a great in-

justice to the numbers of men and women who desire to become candidates for appointment.

The list of provisional appointments is already altogether too large; and its existence is satisfactory neither to the Commission, the appointing officials, nor the public. Furthermore, the citizens of the Commonwealth have a right to expect that, if they wish to take examinations, adequate facilities for doing so will be provided by the governing authorities.

In this connection it is well to point out again, as the Commission did twenty-three years ago, in its third report, that Civil Service examinations in reality form a valuable part of the educational system of the Commonwealth. It has been the experience of this and former Commissions that many persons, who take an examination and fail, devote much time to preparing themselves more fully, and later succeed in passing. The ambition to do this is certainly to be encouraged.

Another defect in the present working of the system, due to the pressure of work on the Chief Examiner, is the fact that his presence is required so much of the time away from the State House, and in other cities of the State, that the Commission has no proper opportunity to utilize his time in conjunction with its own in the consideration of improvements in the examinations themselves.

INSPECTORS.

Under Acts of 1906, c. 465, the Commission was authorized to appoint a pay-roll inspector, at the low salary of \$1,200. At the time of the enactment of this act the Commission already had in its employ one inspector at a higher salary than \$1,200.

The Boston Pay-roll Inspector, appointed under the act of 1906, performs extremely valuable work; and his duties are of the highest importance, for the integrity of the system as applied to the city of Boston depends largely upon him. In view of the work and responsibility added to his position by the Boston pay-roll act of 1908, the need of a trusted man in the position, and the increase of his general duties since 1906, his salary should certainly be larger than \$1,200, and at least

equal to that which is now paid to the other Pay-roll Inspector.

It may also be necessary in the near future to appoint a third inspector, as it is impossible for one inspector to examine the pay-rolls of all the cities of the Commonwealth outside of Boston, satisfactorily or promptly; and such examination is a great protection to the citizens against padded pay-rolls and illegal appointments.

The Commission should not be limited, therefore, to only two inspectors; and it recommends that the law be changed so as to provide that the salaries of all its inspectors should be fixed by the Commission, subject to the approval of the Governor and Council; as there is no good reason for a distinction in size of salary between persons performing equally important duties equally well.

PHYSICAL EXAMINATIONS.

The report of the Physical Inspector, Dr. Downing, which appears in the Appendix, deserves careful scrutiny as a demonstration of the scope, growth and value of this very important feature of the Civil Service system.

Physical examinations or strength tests are now given to candidates for the following positions: policemen, firemen, State District Police, Metropolitan Park Police, prison officers, Boston building inspectors, health and sanitary inspectors, truant officers, highway automobile examiners and inspectors, food and drug inspectors, boatmen and swimmers in the Boston bath department.

During the past year, 1,317 men were given the strength tests, and over 1,500 were examined physically; 387 men were rejected, of whom 115 failed in strength, 79 were under the required height or weight, and the others for various diseases or physical defects.

From these figures it appears that about 1,000 men were either naturally fitted or had trained their bodies to pass stringent physical and strength tests. To this number must be added the large numbers who had so trained themselves in gymnasiums and elsewhere, but who failed on the mental

test, and were therefore not admitted to the strength tests. Thus, while in the whole Commonwealth the total number of applicants to take the police examinations was 758, the number reaching the strength tests was 433.

A large proportion of those who fail on either mental or strength tests in one year at once start in training again, and take the next examination, frequently passing on a second trial. Thus the Civil Service system becomes an efficient incentive to ambition, and a positive force in raising the standard of bodily health and vigor in the community.

Dr. Downing informs the Commission that in the special examination held for Boston police last June, notwithstanding the fact that collectively the 200 men who undertook the strength test were physically the poorest group that he had seen in Boston during the past three years, yet in the final markings "the good men, about 40 in number, came to the top of the list." Police Commissioner O'Meara appointed every man in the order of his standing on the list; and, of the 30 appointed, Dr. Downing says: "I was told by Captain Donovan, who drills the recruits for the Boston police force, that they were a remarkable squad of men; and this fact is true all over the State. The efficiency of the strength test in weeding out the poor men and bringing the good men to their proper position on the list is indisputable."

Under authority of Acts of 1906, c. 465, which authorized the appointment of a Physical Inspector at a salary of \$1,500, Dr. Downing was appointed such inspector, after an open competitive examination of practising physicians from all over the Commonwealth. His work has given perfect satisfaction to the various police and fire departments throughout the Commonwealth. He has received hearty co-operation from appointing officials and from directors of Y. M. C. A. and other gymnasiums. He has inspired confidence in the applicants for the positions for which he gives the physical tests. The beneficial effect of these tests has been such that the Commission has extended them (and largely at the request of appointing officials) to many positions for which they had not previously been given. As a result, the work of the Physical Inspector and the demands upon his time

have so greatly increased since his appointment in 1906 that the salary of \$1,500, then fixed by the Legislature, is no longer an adequate salary to retain the services of a valuable, able and serviceable physician.

The Commission recommends that the position of Physical Director be established by the Legislature, at a salary not to exceed \$2,500 per year.

NEW CLERICAL EXAMINATION.

For over a year the Commission has been investigating in person the needs of the clerical service; and it has now prepared an entirely new system for clerical examinations.

The pass mark has been raised to 70 per cent., thus conforming with the pass mark required in the Federal service. Hitherto an applicant who failed to pass in arithmetic (or in arithmetic and interest and discount in the higher-grade examination) did not have his other papers marked. Now an applicant must attain 70 per cent. in handwriting (a more logical requirement of a clerk), in order to have his other papers marked. Personal inspection of hundreds of handwriting papers convinced the Commission that the present standard of penmanship was low, and should be raised, before applicants could be deemed qualified for clerical positions. An applicant must also attain at least 50 per cent. in each of the other subjects, with a general average on the whole examination of 70 per cent.

Writing from dictation has been dropped, and copying a plain draft substituted, as a subject; and an extra mark is given for speed combined with accuracy. Time limits will be assigned within which the examination must be finished.

Hitherto the chief difference between the examinations for low-grade and high-grade clerks has been the addition of a separate subject — of interest and discount — to the latter examination. Now, discount is dropped entirely, and the examination is the same for all clerks; but if an applicant desires a high-grade position (*i.e.*, a position with a salary of over \$800 per year), he is required to attain a high percentage on the whole examination, *viz.*, 85 per cent.

The whole system of promotion examinations has been changed. Now, a clerk, who was appointed at the low-grade salary, may be promoted without further examination if he attained 85 per cent. in his original examination. If promotion is desired of a person who attained less than 85 per cent. on his original examination, he is required to attain 85 per cent. on a special non-competitive examination, which will include a paper on experience, 6 per cent. being given for each year's experience in the official service.

It is believed that this system is more logical than the former practice, and will work more justly and satisfactorily.

ORAL EXAMINATIONS.

As frequently pointed out in previous reports, written answers to questions on educational subjects, as well as answers to the technical and practical questions on the duties of the office involved, form only a part of Civil Service examinations. The experience and training of an applicant, as tested by his answers to specific questions, by his vouchers, and by replies made to letters sent to his employers by the Commission, are of very great weight in determining his position on the eligible list. Further progress in this direction has been made by commissions in other States and cities by adopting oral, in addition to written, examinations. This Commission has, during the past year, given such an additional oral examination for the position of head of the architectural division of the schoolhouse department of the city of Boston. The examination was framed and held by three able, practical architects, acting with the Chief Examiner. Its results were satisfactory, although the marking on oral examinations showed practically the same relative merits of the applicants as were shown on the marking of the written examinations (marked first and separately).

Until the Commission has greater facilities as to appropriations and examiners, it will be impracticable to hold such oral examinations except for positions where the number of applicants to be examined is small.

NEW BOSTON CHARTER.

By the provisions of Acts of 1909, c. 486, §§ 9-11 (the new act amending the charter of the city of Boston), novel and important duties are imposed upon the Commission.

The act itself neither originated with the Commission, nor did it either favor or oppose its enactment. While the act neither places heads of departments under the Civil Service Law nor subject to Civil Service Rules, nor recognizes the cardinal principle of the merit system, — appointment after open competitive examination, — it provides that the Civil Service Commission after investigation shall certify to the qualifications of appointees. The theory probably is that this Commission has better facilities and more experience for performing this duty than any other body.

As a new experiment in legislation, its practical working-out will be of signal interest and value to all investigators in municipal government.

In this connection, it may be of interest to note some of the high-grade positions for which the Commission has held, during the past three years, open competitive examinations, and with success, so far as is known: (1909) head of architectural division of the schoolhouse department (Boston); (1909) inspector of almshouses (State Board of Charity); (1908) superintendent of the main drainage works (sewer division of the street department, Boston, — requiring a high-grade practical engineer); (1907) assistant superintendent (ferry division, Boston); (1907) assistant superintendent (park department, Boston); (1907) superintendents of free employment offices (Commonwealth).

In each case the examination papers were prepared by practical scientific experts in the particular line of work for which the examination was given.

BOSTON PAY-ROLL INSPECTION.

The benefit to the city of Boston of the pay-roll act, drafted by the Commission and enacted by the Legislature in 1908, continues to be very marked. Without question, thousands

of dollars are saved to the city by the operation of the act in keeping off the lists false "emergency men," and others whose employment in previous years the Commission had no means of detecting with promptness.

For example, from April to August, 1906 (a period when there were no snowstorms), there were employed in the street department, weekly, from 220 to 360 "emergency laborers," the majority of them generally five days per week; the cost to the city being frequently about \$2,500 per week, or, if continued throughout the year, about \$120,000 per year.

This state of affairs was partially remedied by the requirement by the Commission that the department should make such employments only from certified lists of men willing to take "emergency" work, and termed "regular extra laborers." This reduced somewhat the number of men so employed; but since the pay-roll act became law, the number of such employments has been greatly lessened, so that in December, 1908, on investigation it was found that only about 120 men were employed on "emergency" work.

The new system has met with the general and hearty approval of the municipal heads of departments themselves; and even the foremen accept it with relief, as affording a simple and effective method of keeping off from their working gangs and ridding them of "students" and other unfit men. While, of course, it is impossible by legislation absolutely to prevent employment of unnecessary laborers, this statute makes it much easier for an employing official to run his department or district "straight," as well as much more difficult for him to run it "crooked."

The interesting report of the Pay-roll Inspector (which appears in the Appendix) gives an idea of the amount and nature of the work done by him and his assistants.

BOSTON LABOR SERVICE.

The new Civil Service Regulations for the Boston labor service, which went into effect Oct. 1, 1908, have proven entirely successful in operation, and have given satisfaction to the laborers and to the city departments.

As the Registrar of Labor says in his report (which appears in the Appendix), they "have created a feeling of confidence on the part of the applicants, who now understand that they are given a fair and equal opportunity for obtaining employment in the public labor service. This is due to the fact that the men are selected in accordance with the date of filing of the application, veterans of the Civil War and those having families dependent upon them for support being given a preference. A man's name remains on the list for one year from the date of his registration. If he follows the instructions given him, and renews his application each year, his name is continued on the list, and he does not lose his standing, but gradually goes higher up as the men ahead of him are appointed or fail to renew their applications, and finally reaches a position on the list where his name will be in a position to be certified for appointment."

Especial attention is now given to verifying the vouchers from employers as to the qualifications and experience of those who seek to register as skilled laborers, mechanics and craftsmen; and many men are refused registration because of insufficient evidence of their competency.

If the Commission shall have the requisite time and appropriation at its disposal, it hopes to introduce at an early date a moderate and practical physical examination, similar to that given to laborers for the Federal service, which will result in putting on the lists only those who are physically able to perform the hard manual work required.

ILLEGAL APPOINTMENTS.

Violations of the Civil Service Law during the past year in the various cities of the Commonwealth have been less frequent than in many prior years. The Commission causes constant examination of city pay-rolls to be made by its inspectors; the Boston pay-rolls (as stated before) are in an unusually "clean" condition; complaints made by individual citizens as to violations of the law are promptly investigated; and every effort is being made by the Commission to enforce the law strictly, yet at the same time with liberal common-sense.

Its policy is always, whenever possible, to help appointing officials to administer their departments in the way most calculated for the public good. It never seeks to interfere any more than is necessary to enforce compliance with the law, and to protect the rights of persons on the eligible list. A large proportion of the complaints by appointing officials as to the working of the Civil Service Law is due to misunderstandings by such officials of what they can, or cannot do, under the law and rules. Personal conferences with the Commission in advance of action often result in clearing away many imaginary obstacles.

During the past year, the Chairman of the Commission, at the invitation of the Fire Chiefs' Club of Massachusetts, has attended one of its meetings, in order to urge upon such officials the constant desire of the Commission to have any alleged difficulty in administering the fire service under the Civil Service Law brought before the Commission by personal conference with the fire chiefs.

The principal violations of law have been in the cities of Lawrence and Lowell, and the Commission has been obliged in several instances to proceed under the law to stop the pay of illegal employees and to request the Attorney-General to begin *quo warranto* proceedings.

CRIMINAL FRAUD.

Three cases in which the applicants made false statements under oath in their application papers have been referred to the district attorney for criminal prosecution.

The existence of a conviction in an applicant's past record may, or may not, according to the circumstances of the case, be deemed good ground for his exclusion from examination or from the eligible list; and if an applicant states truly and fully the fact of his conviction, all mitigating circumstances will be taken into consideration by the Commission, though there are, of course, particular positions, like those of policeman, State police, watchman, etc., where a single conviction will materially impair the usefulness of the applicant in such position; but if an applicant intentionally lies, conceals or

swears falsely on this point, the Commission will unhesitatingly reject such person as a candidate for public service.

POSITIONS IN STATE INSTITUTIONS.

The Commission still has great difficulty in filling requisitions for clerks, bookkeepers and stenographers in the various State and city hospitals and institutions.

Applicants who are willing to take such positions have an excellent chance of appointment if competent. The lack of such applicants produces a situation inconvenient and unsatisfactory alike to the superintendents of the hospitals and to the Commission, viz., the delay which it causes in filling requisitions for vacant positions.

At present, the Commission, as soon as an eligible list is established, sends out a blank to all eligibles, asking them to state whether they will accept positions in such institutions, and the lowest salary they will take; and when a requisition from an institution is received, no one is certified who has not replied that he would accept such positions. Unfortunately, the eligibles so certified frequently decline the position, notwithstanding their previous answers, and the superintendent is obliged to send to the Commission for more names to be certified. Sometimes this operation has to be repeated several times, causing considerable delay. The Commission realizes the annoyance thus caused, as fully as the superintendents themselves; and it has for some time been trying to devise some method of preventing it.

It now proposes to adopt a new plan which may cause somewhat more delay in the original certification, but which will probably save the superintendent's time in the end. As soon as a requisition is received, it proposes to send out to each eligible who has previously replied in general that he will accept such positions, and will require the eligible to state whether he will accept the specific position to fill which the particular requisition is made; and it will certify to the superintendent only such persons as reply affirmatively. In this manner, it is hoped that the annoying delays may be partially obviated.

CIVIL ENGINEERS AND BOOKKEEPERS WANTED.

The demand for civil engineers and for persons having a knowledge of bookkeeping continues to be greater than the supply; and qualified persons who pass examinations for such positions have an excellent chance of appointment.

PROVISIONAL APPOINTMENTS, — APPLICANTS FOR EXAMINATION WANTED.

There are a large number of positions now filled under authority from the Commission to the appointing official to make a provisional appointment, because of a lack of sufficient applicants, or probability of applicants, to warrant the holding of a competitive examination.

These provisional appointments would be terminated if a competitive examination could be held which should result in the establishment of eligible lists.

Competent and qualified persons should consider the advisability of filing applications for positions of which the following are a sample: —

- Deputy inspector of gas meters (State).
- Watchmen in the Prison Camp and Hospital (State).
- Inspector of castings (State).
- Inspector of concrete construction (State and Boston).
- Inspector of dumping, — Harbor and Land Commission (State).
- Foreman of carpenters (Boston).
- Inspector of steam fittings (Boston).
- Inspector of lamps (Boston).
- Supervisor of plumbing (Boston).
- Architectural draughtsman, — schoolhouse department (Boston).
- Sanitary engineers, — Board of Health (State).
- Electricians, — fire, wire, schoolhouse, public buildings and police departments (Boston, Cambridge).
- Pilots (Boston).
- Sewer inspectors, or foremen, or sub-foremen (Brookline, Cambridge, Chelsea, Salem).
- Street foremen (Fitchburg, Gloucester).
- Water foremen or inspectors (Lowell, Melrose, Somerville, Springfield).
- Milk inspectors (Beverly, Holyoke, Salem).

Janitors (Brockton, Brookline, Chicopee, Haverhill, Newburyport, Newton, Northampton, Pittsfield, Taunton).

Clerks (Brockton, Newton, Northampton, Pittsfield, Quincy, Salem).

Stenographers (Lynn).

Rodmen (Brookline, Chelsea, Everett, Haverhill, Lynn, Malden, Medford, Melrose, New Bedford, Newton, Pittsfield, Quincy, Salem, Somerville, Springfield, Waltham, Worcester).

Transitmen (Beverly, Everett, Malden, Medford, Newton, North Adams, Somerville, Worcester).

AMENDMENTS OF CIVIL SERVICE RULES.

Two amendments of the Rules were made by the Commission, June 18, 1909, which were approved by the Governor and Council June 19, 1909, advertised in the newspapers as provided by law June 25, 1909, and went into effect on Sept. 1, 1909. The first classified: —

All principal or assistant sealers of weights and measures holding office by appointment under any city, or any town of over ten thousand inhabitants, whether such officers are heads of principal departments or not, and also the inspectors of weights and measures of the Commonwealth.

The second provided that: —

Applicants for Metropolitan Park Police service must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds: *provided, however*, that the limitation as to age shall not apply to veterans.

ACCEPTANCE OF CIVIL SERVICE RULES.

The town of Westfield accepted the provisions of section 37, chapter 19 of the Revised Laws, so far as they apply to the police force, on April 5, 1909; and the town of Hyde Park accepted the provisions of the same statute, so far as they apply to the permanent fire service, on March 31, 1909; for call fire service, on April 28, 1909.

There are now fourteen towns which have accepted the Civil Service Law in whole or in part, by vote of the town, or which have been placed under that law by act of the Legislature.

NEW BEDFORD LABOR SERVICE.

By the provisions of Civil Service Rule 41, section 4:—

The Commission may, in its discretion, discontinue registration and certification whenever a city shall fail to appropriate such sum of money as, in its opinion, is necessary to provide for the full enforcement of all rules and regulations relating to the labor service in such city. Notice of its action in each case shall be certified to the authorities of such city, and shall be published in one or more newspapers therein.

The city of New Bedford failed in the year 1909 to make any appropriation for the labor service in that city, and the Commission voted, therefore, on Feb. 9, 1909, as follows:—

Notice having been given to the Commission by the city clerk of New Bedford that the city of New Bedford has failed to appropriate any sum of money to provide for the full enforcement of the rules and regulations relating to the labor service of New Bedford during the year 1909,—

Voted, That registration and certification of laborers under the Civil Service Law and Rules in the city of New Bedford is hereby discontinued until further order of the Commission; and

Voted, Further, that notice of this action be certified to the Mayor and City Council of New Bedford, and be published in each daily newspaper published in said city. This action being taken in pursuance of Rule 41 of the Civil Service Rules.

OPINIONS OF THE ATTORNEY-GENERAL.

Among the opinions rendered to the Commission by the Attorney-General during the past year, the following are of especial public interest:—

Dec. 4, 1908, a "city bookkeeper," whose position was created by section 34 of the city charter of North Adams, was held not to be a "head of a principal department," and therefore not exempt from the Civil Service Law.

July 13, 1909, the "town accountant" of the town of Brookline was held not to be a "head of a principal department," and, therefore, not exempt.¹

¹ Mr. Justice Rugg, in the case of *Keegan v. Brogan* and another, in the Supreme Judicial Court, has ruled, July 20, 1909, that the position of "Sealer of Weights and Measures" is not that of a "head of a principal department."

July 19, 1909, the position of "dog constable" in the city of Lawrence was held not to be classified.

Aug. 30, 1909, the position of "secretary of the Board of Overseers of the Poor," created under the provisions of the city charter, authorizing the Board to appoint one of the members as a secretary, was held to be classified, if the secretary had both executive and administrative authority at times when the Board was not in session, and if his duties are not simply those of attending and keeping records and performing the duties when the Board itself was in session.

RULINGS OF THE COMMISSION.

The following rulings of the Commission may be of public interest:—

Oct. 15, 1908.—The Commission interprets Rule 47, section 3, that absence without leave must be for a period of three consecutive days in order to be held a resignation.

Nov. 10, 1908.—In the case of the requests of the superintendent of the Massachusetts Reformatory and the warden of the State Prison in regard to the transfer of watchmen from the jails and houses of correction, it was *Held*, That the requirements as to height, age and weight established by the Civil Service Rules should be applied in such transfers.

Nov. 11, 1908.—Civil Service Rule 32 applies to the Labor Service as well as to the Official Service.

Nov. 24, 1908.—In the case of the request of the Fire Commissioner of Boston in regard to lengthening the period of probation of firemen, *Voted*, In view of the fact that the six months period of probation has prevailed in all places where a civil service law has existed since the establishment of the first civil service statute in the United States, the Commission is of opinion that no change in so settled a policy should be made by it.

Jan. 29, 1909.—*Voted*, That, until further orders, the establishment of eligible lists shall not be delayed because of petitions for a re-examination by the Physical Inspector.

Feb. 8, 1909.—A communication was received from the superintendent of the State Colony for the Insane in regard to the provisional employment of a clerk, and it appearing that she is not a citizen of the United States, the secretary was directed to reply that the person selected for provisional appointment must be a citizen.

Feb. 26, 1909.—A communication was received from the secretary of the Board of Examiners of Worcester, inquiring whether

telephone operators are within the classified service. The secretary was directed to reply that if the person employed does no other work than that of operating the telephone the position is not classified.

July 20, 1909.—A communication was received from the superintendent of the Massachusetts School for the Feeble-minded, in relation to the employment of a British subject in the position of temporary stenographer. The secretary was directed to reply that it is not the custom of the Commission to allow the employment of aliens in classified positions if it is possible to find citizens willing to accept appointment.

The schedule of examinations for the coming year and the statistics as to persons examined and appointed during the year are to be found in the reports of the Secretary and of the Chief Examiner in the Appendix to this report.

RECOMMENDATIONS.

The Commission recommends, as hereinbefore explained:—

(1) That legislation be enacted, either in the form of a special bill or in the form of an increased general appropriation, to make it possible for the Commission to appoint a Deputy Examiner.

(2) That the provisions of chapter 465 of the Acts of 1906 be amended so as to provide that the salaries of all its inspectors shall be fixed by the Commission, subject to the approval of the Governor and Council.

(3) That the position of Physical Director be established by the Legislature, in substitution for the present position of physical inspector, at an annual salary of not over \$2,500 per year.

CHARLES WARREN,
FRANK FOXCROFT,
ELMER L. CURTISS,

Civil Service Commissioners.

APPENDIX.

ANNUAL REPORTS OF THE SECRETARY, CHIEF EXAMINER AND REGISTRAR OF LABOR TO THE COMMISSION.

OFFICIAL SERVICE.

To the Civil Service Commission.

We respectfully submit the following report of examinations and appointments, covering the year from Oct. 1, 1908, to Sept. 30, 1909, inclusive.

EXAMINATIONS.

The whole number of examinations held was 426, of which 209 were competitive, 2 special competitive and 215 non-competitive, as follows:—

Competitive Examinations.

Competitive examinations were held, 11 for State service, 18 for Boston service, and 180 for the service of cities and towns other than Boston, as follows:—

<i>State.</i>	Number of Examinations.	Number examined.
For clerical service,	1	712
For accountant service,	1	51
For stenographer-typewriter service,	1	209
For district police service,	2	96
For metropolitan park police service,	1	127
For prison service,	1	157
For foreman and inspection service,	2	55
For sub-foreman service,	1	1
For civil engineering service,	1	179
Total,	11	1,588

<i>Boston.</i>	Number of Examinations.	Number examined.
For superintendent service,	2	41
For clerical service,	1	113
For stenographer-typewriter service,	1	41
For police service,	2	324
For prison service,	1	6
For truant officer service,	1	78
For fire service,	1	211
For foreman and inspection service,	3	116
For sub-foreman service,	1	19
For janitor service,	1	96
For drawtender service,	1	46
For civil engineering service,	2	38
For architect service,	1	7
<hr/>		<hr/>
Total,	18	1,136

<i>Beverly.</i>		
For clerical service,	1	5
For fire service,	1	14
For janitor service,	1	7
<hr/>		<hr/>
Total,	3	26

<i>Brockton.</i>		
For clerical service,	1	11
For police service,	1	10
For fire service,	1	22
For foreman and inspection service,	1	8
For janitor service,	1	4
<hr/>		<hr/>
Total,	5	55

<i>Brookline.</i>		
For accountant service,	1	3
For police service,	1	5
For fire service,	1	8
For janitor service,	1	5
For civil engineering service,	1	2
<hr/>		<hr/>
Total,	5	23

	<i>Cambridge.</i>	Number of Examinations.	Number examined.
For clerical service,		1	59
For police service,		1	34
For fire service,		1	25
For foreman and sub-foreman service,		1	8
For janitor service,		1	10
For drawtender service,		1	19
		<hr/>	<hr/>
Total,		6	155

	<i>Chelsea.</i>		
For clerical service,		1	4
For stenographer-typewriter service,		1	6
For police service,		1	1
For fire service,		1	17
For foreman and inspection service,		2	7
For janitor service,		1	4
For civil engineering service,		1	1
		<hr/>	<hr/>
Total,		8	40

	<i>Chicopee.</i>		
For clerical service,		1	2
For police service,		1	2
For fire service,		2	8
For foreman and inspection service,		1	3
For janitor service,		1	2
		<hr/>	<hr/>
Total,		6	17

	<i>Everett.</i>		
For clerical service,		2	4
For police service,		1	3
For inspection service,		1	5
For fire service,		1	6
For janitor service,		1	4
		<hr/>	<hr/>
Total,		6	22

	<i>Fall River.</i>	Number of Examinations.	Number examined.
For clerical service,		1	74
For police service,		1	43
For fire service,		1	26
For truant officer service,		1	58
For foreman and inspection service,		2	112
For engineering service,		1	6
		<hr/>	<hr/>
Total,		7	319

	<i>Fitchburg.</i>		
For clerical service,		1	6
For police service,		1	5
For fire service,		1	17
For janitor service,		1	4
		<hr/>	<hr/>
Total,		4	32

	<i>Gloucester.</i>		
For clerical service,		1	1
For police service,		1	1
For fire service,		1	7
For foreman and inspection service,		1	10
For janitor service,		1	5
		<hr/>	<hr/>
Total,		5	24

	<i>Haverhill.</i>		
For police service,		1	3
For fire service,		1	9
For janitor service,		1	3
For civil engineering service,		1	1
		<hr/>	<hr/>
Total,		4	16

	<i>Holyoke.</i>		
For clerical service,		1	14
For police service,		1	15
For fire service,		1	18
For foreman and inspection service,		1	1
For janitor service,		1	10
		<hr/>	<hr/>
Total,		5	58

	<i>Lawrence.</i>	Number of Examinations.	Number examined.
For clerical service,		1	8
For police service,		1	21
For fire service,		1	21
For foreman and inspection service,		1	5
For janitor service,		1	2
For civil engineering service,		1	1
		<hr/>	<hr/>
Total,		6	58

	<i>Lowell.</i>		
For clerical service,		2	79
For police service,		1	39
For truant officer service,		1	19
For fire service,		1	29
For foreman and inspection service,		1	8
For janitor service,		1	14
For civil engineering service,		1	1
		<hr/>	<hr/>
Total,		8	189

	<i>Lynn.</i>		
For assistant superintendent service,		1	4
For secretarial service,		1	8
For clerical service,		1	9
For police service,		1	9
For fire service,		1	20
For foreman and inspection service,		1	5
For janitor service,		3	20
For civil engineering service,		1	2
		<hr/>	<hr/>
Total,		10	77

	<i>Malden.</i>		
For superintendent service,		1	18
For clerical service,		1	8
For almoner service,		1	2
For police service,		1	4
For fire service,		1	8
For foreman and inspection service,		1	2
For janitor service,		1	5
For civil engineering service,		1	4
		<hr/>	<hr/>
Total,		8	51

	<i>Marlborough.</i>	Number of Examinations.	Number examined.
For inspection service,		1	26
For fire service,		1	8
For janitor service,		1	6
		<hr/>	<hr/>
Total,		3	40

	<i>Medford.</i>		
For clerical service,		1	8
For police service,		2	7
For fire service,		1	6
For foreman and inspection service,		1	1
For sub-foreman service,		1	1
For janitor service,		1	6
For civil engineering service,		1	1
		<hr/>	<hr/>
Total,		8	30

	<i>Melrose.</i>		
For civil engineering service,		1	1

	<i>Milton.</i>		
For police service,		1	5

	<i>New Bedford.</i>		
For clerical service,		1	20
For police service,		1	16
For fire service,		1	24
For foreman and inspection service,		4	38
For janitor service,		1	13
For civil engineering service,		1	2
		<hr/>	<hr/>
Total,		9	113

	<i>Newburyport.</i>		
For police service,		1	7

	<i>Newton.</i>		
For secretarial service,		1	4
For clerical service,		1	9
For police service,		1	13
For fire service,		1	10
For foreman and inspection service,		1	1
For janitor service,		1	11
		<hr/>	<hr/>
Total,		6	48

North Adams.

	Number of Examinations.	Number examined.
For police service,	1	1
For fire service,	1	9
For foreman and inspection service,	1	2
For janitor service,	1	2
	<hr/>	<hr/>
Total,	4	14

Pittsfield.

For clerical service,	1	1
For police service,	1	11
For fire service,	1	8
For janitor service,	1	11
	<hr/>	<hr/>
Total,	4	31

Quincy.

For clerical service,	1	5
For police service,	1	8
For fire service,	1	6
For foreman and inspection service,	1	1
For janitor service,	1	5
For civil engineering service,	1	2
	<hr/>	<hr/>
Total,	6	27

Revere.

For police service,	1	7
For fire service,	1	5
	<hr/>	<hr/>
Total,	2	12

Salem.

For clerical service,	1	13
For police service,	1	9
For fire service,	1	14
For janitor service,	1	11
For civil engineering service,	1	1
	<hr/>	<hr/>
Total,	5	48

Saugus.

For school janitor service,	1	2
---------------------------------------	---	---

	<i>Somerville.</i>	Number of Examinations.	Number examined.
For clerical service,		1	33
For police service,		1	21
For fire service,		1	20
For foreman and inspection service,		1	4
For janitor service,		1	17
For civil engineering service,		1	1
Total,		6	96

	<i>Springfield.</i>		
For clerical service,		1	34
For police service,		1	31
For fire service,		1	51
For foreman and inspection service,		1	8
For janitor service,		1	14
For civil engineering service,		1	2
Total,		6	140

	<i>Taunton.</i>		
For police service,		1	5
For fire service,		1	15
For foreman and inspection service,		1	2
For janitor service,		1	3
Total,		4	25

	<i>Waltham.</i>		
For clerical service,		1	24
For police service,		1	10
For civil engineering service,		1	1
Total,		3	35

	<i>Westfield.</i>		
For police service,		1	9

	<i>Woburn.</i>		
For clerical service,		1	1
For police service,		1	4
For fire service,		1	4
For janitor service,		1	1
Total,		4	10

<i>Worcester.</i>	Number of Examinations.	Number examined.
For clerical service,	2	81
For police service,	1	75
For fire service,	1	39
For foreman and inspection service,	2	34
For sub-foreman service,	1	1
For janitor and engineering service,	2	32
For civil engineering service,	1	10
Total,	10	272

Special Competitive Examinations.

Special competitive examinations were held as follows: 1 for clerk under the State Board of Agriculture, the requirements being that the applicants must be graduates of an agricultural college and possess knowledge of scientific agriculture and rural sociology; 1 for the position of registration clerk in the city of Everett.

Non-competitive Examinations.

Non-competitive examinations were held as follows: 154 of applicants for promotion where the rules provide for non-competitive examination; 52 for original appointment, in the case of 10 of which there were no persons on the eligible list possessing the special qualifications and experience required in the office; 19 were for transfer, and in the remaining cases there were no eligible lists.

There were also 9 non-competitive examinations for the position of plumbing inspector in the following cities and towns, as provided by Revised Laws, chapter 103:—

	Number of persons examined.
Boston,	1
Amherst,	2
Chelsea,	1
Concord,	1
Gardner,	1
Plymouth,	3

Number of Persons examined.

The whole number of persons examined for original appointment and for promotion in the first division was 5,066,

of whom 4,048 were men, including 16 veterans, and 1,018 were women, as follows:—

For superintendent service,	68
For secretarial service,	14
For clerical service,	1,352
For clerical promotion,	21
For accountant service,	55
For stock keeper service,	1
For visitor and almoner service,	3
For special agent service,	2
For stenographer-typewriter service,	257
For proof-reader service,	5
For district police service,	96
For police service,	758
For police promotion,	50
For metropolitan park police service,	127
For metropolitan park police promotion,	1
For prison service,	170
For truant officer service,	155
For fire service,	685
For fire promotion,	59
For foreman and inspection service,	472
For foreman and inspection promotion,	11
For plumbing inspection service,	9
For sub-foreman service,	22
For janitor service,	329
For drawtender service,	66
For engineering service,	6
For civil engineering service,	253
For civil engineering promotion,	12
For architect service,	7
Total,	5,066

Of the whole number examined, 4,745 had been educated in the common schools and 321 appear to have attended college.

Number of Persons passing Examinations.

The whole number of persons who passed examinations for original appointment and promotion was 2,734, of whom 2,246 were men, including 2 veterans, and 488 were women, as follows:—

	Number.	Per Cent. of Those examined.
For superintendent service,	31	45.59
For secretarial service,	12	85.83
For clerical service,	494	36.54
For clerical promotion,	17	81.00
For accountant service,	27	49.10
For stock keeper service,	1	100.00
For visitor and almoner service,	3	100.00
For special agent service,	2	100.00
For stenographer-typewriter service,	110	42.81
For proof-reader service,	5	100.00
For district police service,	43	44.80
For police service,	433	57.13
For police promotion,	48	96.00
For metropolitan park police service,	66	51.97
For metropolitan park police promotion,	1	100.00
For prison service,	152	89.42
For truant officer service,	81	52.26
For fire service,	434	63.36
For fire promotion,	51	86.45
For foreman and inspection service,	262	55.51
For foreman and inspection promotion,	10	90.99
For plumbing inspection service,	8	88.89
For sub-foreman service,	20	90.91
For janitor service,	234	71.13
For drawtender service,	44	66.67
For engineering service,	3	50.00
For civil engineering service,	125	49.41
For civil engineering promotion,	12	100.00
For architect service,	5	71.43

Number of Persons appointed.

The whole number of persons receiving original appointment from the eligible lists was 1,176, of whom 954 were men, including 1 examined veteran, and 221 were women.

The whole number of persons receiving appointment by promotion was 141, of whom 131 were men, and 10 were women.

In addition, the whole number of original appointments of unexamined veterans was 18.

Following are the lists:—

COMMONWEALTH SERVICE.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General	Competitive.	Special	Non-competitive.	Male	Veterans.	Females.	Male	Veterans.	Females.	Male	Veterans.	Females.	Male	Veterans.	Females.	Male	Veterans.	Females.	Common School.	College.	Common School.	College.
State secretarial service, . . .	-	-	1		1	-	-	1	-	-	1	-	-	41.00	-	-	-	-	-	1	-	-	-
State clerical service, . . .	1	1	3		315	4	396	37	-	145	23	-	43	20.72	-	23.02	24.83	65.00	24.77	158	24	480	53
State clerical promotion, . . .	-	-	5		2	-	3	2	-	3	2	-	2	33.50	-	29.33	-	-	-	5	-	-	-
State accountant service, . . .	1	-	-		51	-	-	24	-	-	-	-	-	39.50	-	-	42.29	-	-	22	2	23	4
State visitor service, . . .	-	-	-		-	-	-	-	-	-	1	-	3	-	-	-	-	-	-	-	-	-	-
State special agent service, . . .	-	-	2		2	-	-	2	-	-	1	-	-	33.00	-	-	-	-	-	2	-	-	-
State stenographer-typewriter service, . . .	1	-	-		33	-	176	13	-	82	2	-	37	22.15	-	24.22	20.40	-	20.68	90	5	111	3
District police service, . . .	2	-	-		96	-	-	43	-	-	7	-	-	35.12	-	-	35.21	-	-	43	-	52	1
Metropolitan park police service, . .	1	-	-		127	-	-	66	-	-	18	-	-	31.39	-	-	31.34	-	-	66	-	61	-
Metropolitan park police promotion, . . .	-	-	1		1	-	-	1	-	-	1	-	-	37.00	-	-	-	-	-	1	-	-	-
State prison service, . . .	1	-	5		163	-	-	147	-	-	39	-	-	32.12	-	-	33.80	-	-	146	1	16	-
State foreman and inspection service, . . .	2	-	-		55	-	-	17	-	-	9	-	-	34.18	-	-	37.87	-	-	16	1	37	1

State sub-foreman service, . . .	1	-	-	1	-	-	1	-	-	-	-	-	48.00	-	-	-	-	-	1	-	-	-	
State civil engineering service, . . .	1	-	-	179	-	-	94	-	-	41	-	-	22.55	-	-	23.82	-	-	20	74	31	54	
State civil engineering promotion, . . .	-	-	4	4	-	-	4	-	-	9	-	-	24.25	-	-	-	-	-	3	1	-	-	
	11	1	21	1,030	575	452	-	230	154	-	85	2	32.46	-	25.82	31.20	65.00	22.73	574	108	811	116	
	33			1,609			682			239			2	29.14			39.64			682		927	

BOSTON SERVICE.

Boston superintendent service, . . .	2	-	3	42	2	-	13	-	-	5	-	-	-	42.00	-	-	35.71	65.50	-	12	1	26	5
Boston clerical service, . . .	1	-	11	88	-	36	21	-	7	25	-	8	2	31.48	-	21.29	26.12	-	23.90	26	2	88	8
Boston clerical promotion, . . .	-	-	6	3	-	3	1	-	2	2	-	3	-	19.00	-	30.50	42.50	-	34.00	3	-	3	-
Boston visitor service, . . .	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Boston stenographer-typewriter service, . . .	1	-	1	6	-	36	2	-	10	3	-	26	-	28.00	-	23.10	20.25	-	19.73	11	1	29	1
Boston proof-reader service, . . .	-	-	5	-	-	5	-	-	5	-	-	5	-	-	-	30.60	-	-	-	5	-	-	-
Boston police service, . . .	2	-	-	324	-	-	186	-	-	105	-	-	-	27.70	-	-	28.64	-	-	184	2	138	-
Boston police promotion, . . .	-	-	25	25	-	-	24	-	-	13	-	-	-	43.04	-	-	45.00	-	-	24	-	1	-
Boston prison service, . . .	1	-	1	7	-	-	5	-	-	1	-	-	-	39.20	-	-	39.00	-	-	5	-	2	-
Boston truant officer service, . . .	1	-	-	78	-	-	44	-	-	1	-	-	-	35.66	-	-	36.97	-	-	40	4	33	1
Boston fire service, . . .	1	-	-	211	-	-	145	-	-	56	-	-	-	24.53	-	-	25.58	-	-	144	1	66	-
Boston fire promotion, . . .	-	-	8	8	-	-	7	-	-	11	-	-	-	39.29	-	-	32.00	-	-	7	-	1	-
Boston foreman and inspection service, . . .	3	-	5	120	1	-	82	-	-	36	-	1	-	37.73	-	-	42.34	64.00	-	72	10	36	3

BOSTON SERVICE — *Concluded.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Boston foreman and inspection promotion.	-	-	10	10	-	-	10	-	-	11	-	-	-	47.90	-	-	-	-	-	10	-	-	-
Boston plumbing inspection service.	-	-	1	1	-	-	1	-	-	1	-	-	-	36.00	-	-	-	-	-	1	-	-	-
Boston sub-foreman service, . . .	1	-	-	19	-	-	17	-	-	1	-	-	-	38.29	-	-	33.50	-	-	16	1	2	-
Boston janitor service,	1	-	-	89	1	6	75	-	5	15	-	1	1	35.91	-	40.80	36.36	61.00	32.00	80	-	16	-
Boston drawtender service, . . .	1	-	1	44	3	-	31	2	-	22	-	-	1	35.06	66.50	-	34.54	63.00	-	33	-	14	-
Boston civil engineering service, .	2	-	2	40	-	-	19	-	-	5	-	-	-	25.53	-	-	31.38	-	-	7	12	20	1
Boston civil engineering promotion,	-	-	3	3	-	-	3	-	-	5	-	-	-	29.00	-	-	-	-	-	-	3	-	-
Boston architect service,	1	-	-	7	-	-	5	-	-	2	-	-	-	41.60	-	-	44.00	-	-	3	2	2	-
	18	-	82	1,125	7	86	691	2	29	320	-	45	4	34.57	66.50	29.26	34.62	63.38	27.41	683	39	477	19
	100			1,218			722			365			4	43.44			41.80			722		496	

SUPERINTENDENT, SECRETARIAL, CLERICAL, ACCOUNTANT, BOOKKEEPER, STOCKKEEPER, WEIGHER, VISITOR, AL-
MONER, STENOGRAPHER-TYPEWRITER, POLICE, PRISON, TRUANT OFFICER, FIRE, FOREMAN, INSPECTION, SUB-
FOREMAN, JANITOR, DRAWTENDER, ENGINEERING, CIVIL ENGINEERING, CITIES AND TOWNS OTHER THAN
BOSTON, AND INSPECTORS OF PLUMBING IN CITIES AND TOWNS, UNDER CHAPTER 103 OF THE REVISED LAWS.

Amherst, plumbing inspection,	-	-	2	2	-	-	1	-	-	1	-	-	-	51.00	-	-	51.00	-	-	1	-	1	-
Beverly, clerical,	1	-	-	-	-	5	-	-	4	-	-	-	-	-	-	22.50	-	-	22.00	4	-	1	-
Beverly, fire,	1	-	-	14	-	-	4	-	-	4	-	-	-	27.50	-	-	28.50	-	-	4	-	10	-
Beverly, janitor,	1	-	-	7	-	-	4	-	-	2	-	-	-	44.75	-	-	40.67	-	-	4	-	3	-
Brockton, clerical,	1	-	-	2	-	9	1	-	7	-	-	5	-	25.00	-	21.71	20.00	-	18.50	6	2	3	-
Brockton, clerical promotion,	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Brockton, fire,	1	-	-	22	-	-	15	-	-	8	-	-	-	26.60	-	-	27.70	-	-	15	-	7	-
Brockton, fire promotion,	-	-	11	11	-	-	8	-	-	2	-	-	-	42.38	-	-	53.67	-	-	8	-	3	-
Brockton, foreman and inspection,	1	-	-	8	-	-	5	-	-	1	-	-	-	34.40	-	-	37.67	-	-	5	-	3	-
Brockton, janitor,	1	-	-	4	-	-	4	-	-	4	-	-	-	53.75	-	-	-	-	-	4	-	-	-
Brockton, civil engineering promo- tion,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Brookline, clerical promotion,	-	-	2	2	-	-	2	-	-	2	-	-	-	27.00	-	-	-	-	-	2	-	-	-
Brookline, accountant,	1	-	-	2	-	1	1	-	1	-	-	-	-	28.00	-	22.00	22.00	-	-	2	-	1	-
Brookline, fire,	1	-	-	8	-	-	7	-	-	1	-	-	-	26.29	-	-	25.00	-	-	7	-	1	-
Brookline, janitor,	1	-	-	5	-	-	3	-	-	1	-	-	-	23.67	-	-	36.50	-	-	3	-	2	-
Brookline, civil engineering,	1	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	19.50	-	-	-	-	2	-
Cambridge, clerical,	1	-	-	11	-	48	5	-	31	-	-	6	-	26.20	-	21.65	29.17	-	25.53	28	8	23	-
Cambridge, stenographer-type- writer,	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-

SUPERINTENDENT, SECRETARIAL, CLERICAL, ACCOUNTANT, BOOKKEEPER, ETC. — *Continued.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Cambridge, fire,	1	-	-	25	-	-	18	-	-	7	-	-	-	27.72	-	-	26.71	-	-	18	-	7	-
Cambridge, fire promotion,	-	-	-	-	-	-	-	-	-	1	-	-	1	-	-	-	-	-	-	-	-	-	-
Cambridge, foreman and sub-foreman.	1	-	-	8	-	-	7	-	-	1	-	-	-	40.14	-	-	24.00	-	-	7	-	1	-
Cambridge, janitor,	1	-	-	10	-	-	7	-	-	5	-	-	-	38.71	-	-	47.33	-	-	7	-	3	-
Cambridge, drawtender,	1	-	-	19	-	-	11	-	-	4	-	-	-	33.00	-	-	36.12	-	-	11	-	8	-
Chelsea, clerical,	1	-	-	4	-	-	2	-	-	-	-	-	-	28.50	-	-	34.00	-	-	2	-	2	-
Chelsea, visitor,	-	-	1	1	-	-	1	-	-	1	-	-	-	50.00	-	-	-	-	-	1	-	-	-
Chelsea, stenographer-typewriter,	1	-	-	-	-	6	-	-	3	-	-	2	-	-	-	21.33	-	-	20.67	3	-	3	-
Chelsea, fire,	1	-	-	17	-	-	14	-	-	10	-	-	-	26.50	-	-	32.25	-	-	14	-	3	-
Chelsea, foreman and inspection,	2	-	-	7	-	-	4	-	-	2	-	-	-	33.50	-	-	58.00	-	-	4	-	3	-
Chelsea, plumbing inspection,	-	-	1	1	-	-	1	-	-	1	-	-	-	35.00	-	-	-	-	-	1	-	-	-
Chelsea, janitor,	1	-	-	4	-	-	2	-	-	2	-	-	1	51.50	-	-	47.00	-	-	2	-	2	-
Chelsea, civil engineering,	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	24.00	-	-	-	-	1	-

Chicopee, clerical,	1	-	-	1	-	1	1	-	1	1	-	1	-	29.00	-	34.00	-	-	-	2	-	-	-
Chicopee, fire,	2	-	-	8	-	-	7	-	-	5	-	-	-	24.71	-	-	31.00	-	-	7	-	1	-
Chicopee, foreman and inspection,	1	-	1	4	-	-	3	-	-	2	-	-	-	49.67	-	-	27.00	-	-	3	-	1	-
Chicopee, janitor,	1	-	-	2	-	-	1	-	-	1	-	-	-	67.00	-	-	49.00	-	-	1	-	1	-
Concord, plumbing inspection,	-	-	1	1	-	-	1	-	-	1	-	-	-	37.00	-	-	-	-	-	1	-	-	-
Everett, clerical,	1	1	-	2	1	1	1	-	-	-	-	-	-	21.00	-	-	40.00	63.00	26.00	1	-	3	-
Everett, inspection,	1	-	-	5	-	-	4	-	-	1	-	-	-	22.00	-	-	43.00	-	-	4	-	1	-
Everett, fire,	1	-	-	6	-	-	1	-	-	2	-	-	-	24.00	-	-	23.00	-	-	1	-	5	-
Everett, fire promotion,	-	-	3	3	-	-	3	-	-	3	-	-	-	38.33	-	-	-	-	-	3	-	-	-
Everett, janitor,	1	-	-	4	-	-	3	-	-	2	-	-	-	40.33	-	-	61.00	-	-	3	-	1	-
Fall River, superintendent,	-	-	1	1	-	-	1	-	-	1	-	-	-	50.00	-	-	-	-	-	1	-	-	-
Fall River, clerical,	1	-	-	42	-	32	8	-	14	3	-	2	-	23.00	-	23.71	25.50	-	22.39	22	-	52	-
Fall River, prison,	-	-	-	-	-	-	-	-	-	9	-	-	-	-	-	-	-	-	-	-	-	-	-
Fall River, fire,	1	-	-	26	-	-	19	-	-	13	-	-	-	26.73	-	-	26.71	-	-	19	-	7	-
Fall River, fire promotion,	-	-	6	6	-	-	5	-	-	4	-	-	-	47.80	-	-	38.00	-	-	5	-	1	-
Fall River, truant officer,	1	-	-	58	-	-	26	-	-	2	-	-	-	35.31	-	-	37.19	-	-	26	-	32	-
Fall River, foreman and inspection,	2	-	2	114	-	-	40	-	-	12	-	-	1	33.21	-	-	29.05	-	-	40	-	74	-
Fall River, engineering,	1	-	-	6	-	-	3	-	-	1	-	-	-	34.67	-	-	40.33	-	-	3	-	3	-
Fitchburg, clerical,	1	-	-	-	-	6	-	-	4	-	-	-	-	-	-	20.50	-	-	19.50	4	-	2	-
Fitchburg, fire,	1	-	-	17	-	-	13	-	-	13	-	-	-	27.69	-	-	25.75	-	-	13	-	4	-
Fitchburg, fire promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	25.00	-	-	-	-	-	1	-	-	-
Fitchburg, janitor,	1	-	-	4	-	-	3	-	-	2	-	-	-	46.67	-	-	71.00	-	-	3	-	1	-

SUPERINTENDENT, SECRETARIAL, CLERICAL, ACCOUNTANT, BOOKKEEPER, ETC. — *Continued.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Gardner, plumbing inspection,	-	-	1	1	-	-	1	-	-	1	-	-	-	29.00	-	-	-	-	-	1	-	-	-
Gloucester, clerical,	1	-	-	1	-	-	1	-	-	-	-	1	-	24.00	-	-	-	-	-	1	-	-	-
Gloucester, fire,	1	-	-	7	-	-	3	-	-	2	-	-	-	28.00	-	-	32.75	-	-	3	-	4	-
Gloucester, foreman and inspection,	1	-	1	10	1	-	8	-	-	1	-	-	-	39.50	-	-	47.00	63.00	-	8	-	3	-
Gloucester, janitor,	1	-	-	5	-	-	3	-	-	-	-	-	-	33.00	-	-	29.50	-	-	3	-	2	-
Haverhill, fire,	1	-	-	9	-	-	7	-	-	-	-	-	-	26.00	-	-	32.50	-	-	7	-	2	-
Haverhill, foreman and inspection,	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Haverhill, janitor,	1	-	-	3	-	-	1	-	-	4	-	-	-	44.00	-	-	42.00	-	-	1	-	2	-
Haverhill, civil engineering,	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	25.00	-	-	-	-	1	-
Holyoke, clerical,	1	-	-	4	-	10	1	-	9	-	-	1	-	22.00	-	22.44	27.33	-	25.00	10	-	4	-
Holyoke, clerical promotion,	-	-	2	2	-	-	1	-	-	1	-	-	-	27.00	-	-	26.00	-	-	1	-	1	-
Holyoke, fire,	1	-	-	18	-	-	12	-	-	6	-	-	-	26.75	-	-	26.00	-	-	12	-	6	-
Holyoke, foreman and inspection,	1	-	-	1	-	-	1	-	-	1	-	-	-	42.00	-	-	-	-	-	1	-	-	-

Holyoke, janitor,	1	-	-	10	-	-	8	-	-	2	-	-	33.88	-	-	45.50	-	-	8	-	2	-	
Lawrence, clerical,	1	-	-	6	-	2	1	-	2	1	-	-	1	26.00	-	21.50	31.80	-	-	3	-	5	-
Lawrence, fire,	1	-	-	21	-	-	11	-	-	31	-	-	-	27.36	-	-	31.90	-	-	11	-	10	-
Lawrence, fire promotion,	-	-	5	5	-	-	5	-	-	5	-	-	-	38.20	-	-	-	-	-	5	-	-	-
Lawrence, foreman and inspection,	1	-	-	5	-	-	3	-	-	2	-	-	-	50.00	-	-	48.50	-	-	3	-	2	-
Lawrence, janitor,	1	-	-	2	-	-	1	-	-	-	-	-	-	54.00	-	-	47.00	-	-	1	-	1	-
Lawrence, civil engineering,	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	24.00	-	-	-	-	1	-
Lowell, superintendent,	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Lowell, clerical,	2	-	-	42	-	37	20	-	22	2	-	1	-	22.85	-	20.82	22.86	-	24.80	40	2	36	1
Lowell, stockkeeper,	-	-	1	1	-	-	1	-	-	1	-	-	-	53.00	-	-	-	-	-	1	-	-	-
Lowell, stenographer-typewriter,	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Lowell, truant officer,	1	-	-	19	-	-	11	-	-	1	-	-	-	38.00	-	-	36.15	-	-	11	-	8	-
Lowell, fire,	1	-	-	29	-	-	15	-	-	3	-	-	-	27.00	-	-	28.00	-	-	15	-	14	-
Lowell, fire promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	44.00	-	-	-	-	-	1	-	-	-
Lowell, foreman and inspection,	1	-	-	8	-	-	7	-	-	1	-	-	-	38.71	-	-	26.00	-	-	7	-	1	-
Lowell, janitor,	1	-	-	14	-	-	11	-	-	1	-	-	-	39.73	-	-	46.67	-	-	11	-	3	-
Lowell, civil engineering,	1	-	-	1	-	-	1	-	-	1	-	-	-	24.00	-	-	-	-	-	1	-	-	-
Lynn, assistant superintendent,	1	-	-	4	-	-	1	-	-	1	-	-	-	45.00	-	-	47.33	-	-	1	-	3	-
Lynn, secretarial,	1	-	-	8	-	-	6	-	-	1	-	-	1	38.17	-	-	46.00	-	-	6	-	2	-
Lynn, clerical,	1	-	-	-	-	9	-	-	7	-	-	6	-	-	-	24.71	-	-	22.50	7	-	2	-
Lynn, stenographer-typewriter,	-	-	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-
Lynn, fire,	1	-	-	20	-	-	15	-	-	12	-	-	-	28.13	-	-	25.80	-	-	15	-	5	-

SUPERINTENDENT, SECRETARIAL, CLERICAL, ACCOUNTANT, BOOKKEEPER, ETC. — *Continued.*

48

MASSACHUSETTS CIVIL SERVICE.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Lynn, fire promotion,	-	-	7	7	-	-	6	-	-	6	-	-	-	38.67	-	-	55.00	-	-	6	-	1	-
Lynn, foreman and inspection,	1	-	-	5	-	-	5	-	-	5	-	-	-	39.60	-	-	-	-	-	5	-	-	-
Lynn, janitor,	3	-	-	20	-	-	16	-	-	5	-	-	-	43.56	-	-	42.25	-	-	16	-	4	-
Lynn, civil engineering,	1	-	-	2	-	-	1	-	-	-	-	-	-	19.00	-	-	20.00	-	-	1	-	1	-
Malden, superintendent,	1	-	-	18	-	-	15	-	-	1	-	-	-	46.53	-	-	52.00	-	-	15	-	3	-
Malden, clerical,	1	-	-	3	-	5	-	-	5	-	-	2	-	-	-	20.60	42.67	-	-	5	-	3	-
Malden, almoner,	1	-	-	2	-	-	2	-	-	1	-	-	-	46.00	-	-	-	-	-	1	1	-	-
Malden, fire,	1	-	-	8	-	-	6	-	-	6	-	-	-	26.17	-	-	31.00	-	-	6	-	2	-
Malden, foreman and inspection,	1	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	35.00	-	-	-	-	2	-
Malden, janitor,	1	-	-	5	-	-	4	-	-	3	-	-	-	47.50	-	-	29.00	-	-	4	-	1	-
Malden, civil engineering,	1	-	-	4	-	-	1	-	-	1	-	-	-	24.00	-	-	25.33	-	-	1	-	3	-
Marlborough, inspection,	1	-	-	26	-	-	13	-	-	1	-	-	-	33.08	-	-	33.08	-	-	13	-	13	-
Marlborough, fire,	1	-	-	8	-	-	4	-	-	4	-	-	-	34.00	-	-	34.75	-	-	4	-	4	-

Marlborough, janitor,	1	-	-	6	-	-	4	-	-	-	-	28.50	-	-	49.50	-	-	4	-	2	-
Medford, clerical,	1	-	-	-	-	8	-	-	7	-	-	3	-	20.00	-	-	54.00	7	-	1	-
Medford, fire,	1	-	-	6	-	-	4	-	-	2	-	-	30.00	-	-	26.00	-	4	-	2	-
Medford, foreman and inspection, .	1	-	-	1	-	-	1	-	-	-	-	-	23.00	-	-	-	-	1	-	-	-
Medford, sub-foreman,	1	-	-	1	-	-	1	-	-	-	-	-	37.00	-	-	-	-	1	-	-	-
Medford, janitor,	1	-	-	6	-	-	5	-	-	4	-	-	42.80	-	-	47.00	-	5	-	1	-
Medford, civil engineering,	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	29.00	-	-	-	-	1
Melrose, civil engineering,	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	20.00	-	-	-	1	-
Milton, fire,	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-
New Bedford, assistant superintendent.	-	-	1	1	-	-	1	-	-	1	-	-	41.00	-	-	-	-	1	-	-	-
New Bedford, secretarial,	-	-	1	1	-	-	1	-	-	1	-	-	71.00	-	-	-	-	1	-	-	-
New Bedford, clerical,	1	-	-	14	-	6	8	-	-	-	-	-	28.67	-	26.00	31.64	-	8	-	12	-
New Bedford, clerical promotion, .	-	-	3	2	-	1	2	-	1	2	-	1	46.00	-	55.00	-	-	3	-	-	-
New Bedford, weigher,	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-
New Bedford, fire,	1	-	-	24	-	-	10	-	-	10	-	-	28.00	-	-	29.86	-	10	-	14	-
New Bedford, fire promotion,	-	-	3	3	-	-	3	-	-	3	-	-	38.67	-	-	-	-	3	-	-	-
New Bedford, foreman and inspection.	4	-	-	38	-	-	21	-	-	2	-	-	35.76	-	-	32.94	-	21	-	17	-
New Bedford, inspection promotion.	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	45.00	-	-	-	1	-
New Bedford, janitor,	1	-	-	13	-	-	9	-	-	2	-	-	42.89	-	-	39.50	-	9	-	4	-
New Bedford, civil engineering, . .	1	-	-	2	-	-	2	-	-	1	-	-	18.00	-	-	-	-	2	-	-	-
Newton, secretarial,	1	-	-	-	-	4	-	-	4	-	-	2	-	-	34.75	-	-	4	-	-	-
Newton, clerical,	1	-	-	3	-	6	3	-	2	-	-	1	24.00	-	22.00	-	-	4	1	4	-

SUPERINTENDENT, SECRETARIAL, CLERICAL, ACCOUNTANT, BOOKKEEPER, ETC. — *Continued.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			NUMBER OF UNEXAMINED VETERANS APPOINTED.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Newton, clerical promotion, . . .	-	-	2	1	-	1	1	-	1	1	-	1	-	28.00	-	22.00	-	-	-	2	-	-	-
Newton, fire,	1	-	-	10	-	-	7	-	-	7	-	-	-	25.91	-	-	31.33	-	-	7	-	3	-
Newton, foreman and inspection, . .	1	-	-	1	-	-	1	-	-	-	-	-	-	23.00	-	-	-	-	-	1	-	-	-
Newton, janitor,	1	-	-	11	-	-	8	-	-	8	-	-	-	36.50	-	-	49.00	-	-	8	-	3	-
Newton, civil engineering,	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
North Adams, bookkeeper,	-	-	1	1	-	-	1	-	-	1	-	-	-	52.00	-	-	-	-	-	1	-	-	-
North Adams, fire,	1	-	-	9	-	-	7	-	-	3	-	-	-	27.57	-	-	23.50	-	-	7	-	2	-
North Adams, foreman and inspection.	1	-	-	2	-	-	2	-	-	-	-	-	-	34.00	-	-	-	-	-	2	-	-	-
North Adams, janitor,	1	-	-	2	-	-	2	-	-	2	-	-	-	46.50	-	-	-	-	-	2	-	-	-
Northampton, fire,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Pittsfield, clerical,	1	-	-	-	-	1	-	-	1	-	-	-	-	-	-	32.00	-	-	-	1	-	-	-
Pittsfield, fire,	1	-	-	8	-	-	2	-	-	-	-	-	-	25.17	-	-	24.50	-	-	2	-	6	-
Pittsfield, janitor,	1	-	-	11	-	-	4	-	-	4	-	-	-	41.50	-	-	48.57	-	-	4	-	7	-

Plymouth, plumbing inspection,	-	-	3	3	-	-	3	-	-	-	-	-	40.00	-	-	-	-	-	3	-	-	-
Quincy, clerical,	1	-	-	-	-	5	-	-	3	-	-	1	-	-	34.33	-	-	19.00	3	-	2	-
Quincy, fire,	1	-	-	6	-	-	5	-	-	4	-	-	25.60	-	-	21.00	-	-	5	-	1	-
Quincy, foreman and inspection,	1	-	-	1	-	-	1	-	-	-	-	-	47.00	-	-	-	-	-	1	-	-	-
Quincy, janitor,	1	-	-	5	-	-	4	-	-	2	-	-	39.50	-	-	48.00	-	-	4	-	1	-
Quincy, civil engineering,	1	-	-	2	-	-	-	-	-	1	-	-	-	-	-	18.50	-	-	-	-	2	-
Revere, fire,	1	-	-	5	-	-	5	-	-	5	-	-	33.00	-	-	-	-	-	5	-	-	-
Salem, clerical,	1	-	-	1	-	12	-	-	8	-	-	6	-	-	23.38	26.00	-	17.75	8	-	5	-
Salem, fire,	1	-	-	14	-	-	11	-	-	9	-	-	28.09	-	-	34.67	-	-	10	1	3	-
Salem, janitor,	1	-	-	11	-	-	7	-	-	1	-	-	43.43	-	-	41.25	-	-	7	-	4	-
Salem, civil engineering,	1	-	-	1	-	-	1	-	-	-	-	-	29.00	-	-	-	-	-	1	-	-	-
Saugus, janitor,	1	-	-	2	-	-	1	-	-	1	-	-	64.00	-	-	38.00	-	-	1	-	1	-
Somerville, clerical,	1	-	-	7	-	26	4	-	18	2	-	7	25.75	-	23.39	41.67	-	19.75	20	2	10	1
Somerville, fire,	1	-	-	20	-	-	15	-	-	8	-	-	29.60	-	-	26.40	-	-	15	-	5	-
Somerville, foreman and inspection,	1	-	-	4	-	-	4	-	-	1	-	-	30.00	-	-	-	-	-	3	1	-	-
Somerville, janitor,	1	-	-	17	-	-	11	-	-	5	1	-	43.00	-	-	48.00	-	-	11	-	6	-
Somerville, civil engineering,	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	32.00	-	-	-	-	-	1
Springfield, clerical,	1	-	-	-	-	34	-	-	28	-	-	13	-	-	23.32	-	-	21.67	28	-	6	-
Springfield, fire,	1	-	-	51	-	-	24	-	-	15	-	-	26.54	-	-	27.26	-	-	24	-	27	-
Springfield, fire promotion,	-	-	9	9	-	-	7	-	-	8	-	-	31.57	-	-	40.00	-	-	7	-	2	-
Springfield, foreman and inspection,	1	-	-	8	-	-	8	-	-	3	-	-	40.00	-	-	-	-	-	8	-	-	-
Springfield, janitor,	1	-	-	14	-	-	10	-	-	4	-	-	43.00	-	-	52.00	-	-	10	-	4	-

SUPERINTENDENT, SECRETARIAL, CLERICAL, ACCOUNTANT, BOOKKEEPER, ETC. — *Concluded.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			NUMBER OF UNEXAMINED VETERANS APPOINTED.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Springfield, civil engineering.	1	-	-	2	-	-	2	-	-	-	-	-	-	38.00	-	-	-	-	-	1	1	-	-
Taunton, fire.	1	-	-	15	-	-	4	-	-	4	-	-	-	25.50	-	-	30.09	-	-	4	-	11	-
Taunton, fire promotion.	-	-	2	2	-	-	2	-	-	2	-	-	-	39.00	-	-	-	-	-	2	-	-	-
Taunton, foreman and inspection.	1	-	-	2	-	-	2	-	-	-	-	-	-	37.50	-	-	-	-	-	2	-	-	-
Taunton, janitor.	1	-	-	3	-	-	1	-	-	3	-	-	-	47.00	-	-	45.50	-	-	1	-	2	-
Waltham, clerical.	1	-	-	-	-	24	-	-	14	-	-	4	-	-	-	25.71	-	-	20.50	13	1	10	-
Waltham, fire.	-	-	-	-	-	-	-	-	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-
Waltham, civil engineering.	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	29.00	-	-	-	-	-	1
Woburn, clerical.	1	-	-	-	-	1	-	-	1	-	-	-	-	-	-	28.00	-	-	-	1	-	-	-
Woburn, fire.	1	-	-	4	-	-	2	-	-	2	-	-	-	29.50	-	-	30.50	-	-	2	-	2	-
Woburn, janitor.	1	-	-	1	-	-	1	-	-	-	-	-	-	38.00	-	-	-	-	-	1	-	-	-
Worcester, clerical.	2	-	-	26	-	55	10	-	30	5	-	26	-	24.50	-	23.50	25.00	-	22.00	35	5	40	1
Worcester, clerical promotion.	-	-	1	-	-	1	-	-	1	-	-	2	-	-	-	41.00	-	-	-	1	-	-	-

POLICE SERVICE, CITIES AND TOWNS OTHER THAN BOSTON — *Continued.*

54

MASSACHUSETTS CIVIL SERVICE.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.	Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.			Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Chicopee,	1	-	-	2	-	-	1	-	-	1	-	29.00	-	-	28.00	-	-	1	-	1	-
Chicopee, promotion,	-	-	1	1	-	-	1	-	-	1	-	43.00	-	-	-	-	-	1	-	-	-
Everett,	1	-	-	3	-	-	3	-	-	1	-	26.67	-	-	-	-	-	3	-	-	-
Fall River,	1	-	-	43	-	-	32	-	-	7	-	28.31	-	-	28.91	-	-	32	-	11	-
Fitchburg,	1	-	-	5	-	-	-	-	-	3	-	-	-	-	30.60	-	-	-	-	5	-
Framingham, promotion,	-	-	1	1	-	-	1	-	-	1	-	43.00	-	-	-	-	-	1	-	-	-
Gloucester,	1	-	-	1	-	-	-	-	-	2	-	-	-	-	23.00	-	-	-	-	1	-
Haverhill,	1	-	-	3	-	-	1	-	-	10	-	28.00	-	-	30.50	-	-	1	-	2	-
Haverhill, promotion,	-	-	1	1	-	-	1	-	-	2	-	34.00	-	-	-	-	-	1	-	-	-
Holyoke,	1	-	-	15	-	-	10	-	-	7	-	29.30	-	-	25.20	-	-	10	-	5	-
Holyoke, promotion,	-	-	2	2	-	-	2	-	-	2	-	44.00	-	-	-	-	-	2	-	-	-
Hyde Park, promotion,	-	-	1	1	-	-	1	-	-	1	-	36.00	-	-	-	-	-	1	-	-	-
Lawrence,	1	-	-	21	-	-	6	-	-	19	-	26.00	-	-	29.33	-	-	6	-	15	-

Lawrence, promotion,	-	-	4	4	-	-	4	-	-	4	-	-	42.50	-	-	-	-	4	-	-
Lowell,	1	-	-	39	-	-	27	-	-	-	-	-	27.33	-	-	27.33	-	27	-	12
Lynn,	1	-	-	9	-	-	3	-	-	4	-	-	25.33	-	-	30.83	-	3	-	6
Lynn, promotion,	-	-	1	1	-	-	1	-	-	2	-	-	41.00	-	-	-	-	1	-	-
Malden,	1	-	-	4	-	-	2	-	-	-	-	-	29.00	-	-	31.00	-	2	-	2
Medford,	2	-	-	7	-	-	2	-	-	5	-	-	24.00	-	-	26.80	-	2	-	5
Milton,	1	-	-	5	-	-	4	-	-	3	-	-	28.50	-	-	33.00	-	4	-	1
New Bedford,	1	-	-	16	-	-	14	-	-	4	-	-	28.86	-	-	20.50	-	14	-	2
Newburyport,	1	-	-	7	-	-	4	-	-	3	-	-	32.00	-	-	28.67	-	4	-	3
Newton,	1	-	-	13	-	-	10	-	-	5	-	-	31.50	-	-	30.33	-	10	-	3
North Adams,	1	-	-	1	-	-	1	-	-	1	-	-	23.00	-	-	-	-	1	-	-
Pittsfield,	1	-	-	11	-	-	6	-	-	1	-	-	26.33	-	-	30.60	-	5	1	5
Quincy,	1	-	-	8	-	-	3	-	-	4	-	-	27.00	-	-	29.40	-	3	-	5
Revere,	1	-	-	7	-	-	5	-	-	1	-	-	24.80	-	-	28.50	-	5	-	2
Revere, promotion,	-	-	5	4	1	-	4	-	-	1	-	-	34.75	-	-	-	62.00	4	-	1
Salem,	1	-	-	9	-	-	4	-	-	2	-	-	25.25	-	-	25.80	-	4	-	5
Somerville,	1	-	-	21	-	-	11	-	-	-	-	-	29.55	-	-	31.70	-	11	-	10
Somerville, promotion,	-	-	1	1	-	-	1	-	-	1	-	-	37.00	-	-	-	-	1	-	-
Springfield,	1	-	-	31	-	-	17	-	-	12	-	-	29.41	-	-	30.86	-	17	-	14
Springfield, promotion,	-	-	3	3	-	-	3	-	-	6	-	-	43.33	-	-	-	-	3	-	-
Taunton,	1	-	-	5	-	-	2	-	-	2	-	-	31.00	-	-	28.67	-	2	-	3
Waltham,	1	-	-	10	-	-	4	-	-	3	-	-	29.00	-	-	31.83	-	4	-	6

POLICE SERVICE, CITIES AND TOWNS OTHER THAN BOSTON — *Concluded.*

56

MASSACHUSETTS CIVIL SERVICE.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			NUMBER OF Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Waltham, promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	46.00	-	-	-	-	-	1	-	-	-
Westfield,	1	-	-	9	-	-	4	-	-	1	-	-	-	31.00	-	-	35.00	-	-	4	-	5	-
Woburn,	1	-	-	4	-	-	3	-	-	-	-	-	-	24.33	-	-	25.00	-	-	3	-	1	-
Worcester,	1	-	-	75	-	-	43	-	-	15	-	-	-	29.09	-	-	30.59	-	-	43	-	32	-
Worcester, promotion,	-	-	2	2	-	-	2	-	-	2	-	-	-	37.00	-	-	-	-	-	2	-	-	-
	33	-	25	458	1	-	271	-	-	165	-	-	2	31.94	-	-	29.04	62.00	-	270	1	187	1
	58			459			271			165			2	31.94			45.52			271		188	

SUMMARY.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Boston superintendent service, . . .	2	-	3	42	2	-	13	-	-	5	-	-	-	42.00	-	-	35.71	65.50	-	12	1	26	5
Other cities, superintendent service, . . .	2	-	2	24	-	-	18	-	-	4	-	-	1	45.63	-	-	49.67	-	-	18	-	6	-
State secretarial service, . . .	-	-	1	1	-	-	1	-	-	1	-	-	-	41.00	-	-	-	-	-	1	-	-	-
Other cities, secretarial service, . . .	2	-	1	9	-	4	7	-	4	2	-	2	1	54.59	-	34.75	46.00	-	-	11	-	2	-
State clerical service, . . .	1	1	3	315	4	396	37	-	145	23	-	43	2	20.72	-	23.92	24.83	65.00	24.77	158	24	480	53
State clerical promotion, . . .	-	-	5	2	-	3	2	-	3	2	-	2	-	33.50	-	29.33	-	-	-	5	-	-	-
Boston clerical service, . . .	1	-	11	88	-	36	21	-	7	25	-	8	2	31.48	-	21.29	26.12	-	23.90	26	2	88	8
Boston clerical promotion, . . .	-	-	6	3	-	3	1	-	2	2	-	3	-	19.00	-	30.50	42.50	-	34.00	3	-	3	-
Other cities, clerical service, . . .	27	1	-	169	1	343	66	-	218	12	-	86	1	24.73	-	24.54	30.59	63.00	23.30	263	21	226	3
Other cities, clerical promotion, . . .	-	-	10	7	-	3	6	-	3	6	-	5	-	32.00	-	39.33	26.00	-	-	9	-	1	-
State accountant service, . . .	1	-	-	51	-	-	24	-	-	-	-	-	-	39.50	-	-	42.29	-	-	22	2	23	4

SUMMARY — *Continued.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Other cities and towns, accountant and bookkeeper service.	1	-	1	3	-	1	2	-	1	1	-	-	-	40.00	-	22.00	22.00	-	-	3	-	1	-
Other cities, stockkeeper service, . .	-	-	1	1	-	-	1	-	-	1	-	-	-	53.00	-	-	-	-	-	1	-	-	-
Other cities, weigher service, . . .	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-
State visitor service,	-	-	-	-	-	-	-	-	-	1	-	3	-	-	-	-	-	-	-	-	-	-	-
Boston visitor service,	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Other cities, visitor and almoner service.	1	-	1	3	-	-	3	-	-	2	-	-	-	48.00	-	-	-	-	-	2	1	-	-
State special agent service,	-	-	2	2	-	-	2	-	-	1	-	-	-	33.00	-	-	-	-	-	2	-	-	-
State stenographer-typewriter service.	1	-	-	33	-	176	13	-	82	2	-	37	-	22.15	-	24.22	20.40	-	20.68	90	5	111	3
Boston stenographer-typewriter service.	1	-	1	6	-	36	2	-	10	3	-	26	-	28.00	-	23.10	20.25	-	19.73	11	1	29	1
Other cities, stenographer-typewriter service.	1	-	-	-	-	6	-	-	3	-	-	8	-	-	-	21.33	-	-	20.67	3	-	3	-
Boston proof-reader service, . . .	-	-	5	-	-	5	-	-	5	-	-	5	-	-	-	30.60	-	-	-	5	-	-	-
District police service,	2	-	-	96	-	-	43	-	-	7	-	-	-	35.12	-	-	35.21	-	-	43	-	52	1

Boston police service,	2	-	-	324	-	-	186	-	-	105	-	-	-	27.70	-	-	28.64	-	-	184	2	138	-
Boston police promotion, . . .	-	-	25	25	-	-	24	-	-	13	-	-	-	43.04	-	-	45.00	-	-	24	-	1	-
Other cities and towns, police service.	33	-	-	434	-	-	247	-	-	139	-	-	1	28.06	-	-	29.04	-	-	246	1	186	1
Other cities and towns, police promotion.	-	-	25	24	1	-	24	-	-	26	-	-	1	39.97	-	-	-	62.00	-	24	-	1	-
Metropolitan park police service, .	1	-	-	127	-	-	66	-	-	18	-	-	-	31.39	-	-	31.34	-	-	66	-	61	-
Metropolitan park police promotion.	-	-	1	1	-	-	1	-	-	1	-	-	-	37.00	-	-	-	-	-	1	-	-	-
State prison service,	1	-	5	163	-	-	147	-	-	39	-	-	-	32.12	-	-	33.80	-	-	146	1	16	-
Boston prison service,	1	-	1	7	-	-	5	-	-	1	-	-	-	39.20	-	-	39.00	-	-	5	-	2	-
Other cities, prison service, . . .	-	-	-	-	-	-	-	-	-	10	-	-	-	-	-	-	-	-	-	-	-	-	-
Boston truant officer service, . .	1	-	-	78	-	-	44	-	-	1	-	-	-	35.66	-	-	36.97	-	-	40	4	33	1
Other cities, truant officer service, .	2	-	-	77	-	-	37	-	-	3	-	-	-	36.66	-	-	36.67	-	-	37	-	40	-
Boston fire service,	1	-	-	211	-	-	145	-	-	56	-	-	-	24.53	-	-	25.58	-	-	144	1	66	-
Boston fire promotion,	-	-	8	8	-	-	7	-	-	11	-	-	-	39.29	-	-	32.00	-	-	7	-	1	-
Other cities and towns, fire service, .	31	-	-	474	-	-	289	-	-	223	-	-	-	27.46	-	-	28.34	-	-	288	1	185	-
Other cities, fire promotion, . . .	-	-	51	51	-	-	44	-	-	39	-	-	1	38.21	-	-	46.67	-	-	44	-	7	-
State foreman and inspection service.	2	-	-	55	-	-	17	-	-	9	-	-	-	34.18	-	-	37.87	-	-	16	1	37	1
Boston foreman and inspection service.	3	-	5	120	1	-	82	-	-	36	-	1	-	37.73	-	-	42.34	64.00	-	72	10	36	3
Boston foreman and inspection promotion.	-	-	10	10	-	-	10	-	-	11	-	-	-	47.90	-	-	-	-	-	10	-	-	-
Other cities, foreman and inspection service.	28	-	5	295	1	-	163	-	-	39	-	-	2	36.31	-	-	37.34	63.00	-	162	1	133	-
Other cities, inspection promotion, .	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	45.00	-	-	-	-	1	-
Boston plumbing inspection service.	-	-	1	1	-	-	1	-	-	1	-	-	-	36.00	-	-	-	-	-	1	-	-	-
Other cities and towns, plumbing inspection service.	-	-	8	8	-	-	7	-	-	4	-	-	-	38.40	-	-	51.00	-	-	7	-	1	-

Other cities, civil engineering service.	16	-	1	34	-	-	12	-	-	12	-	-	-	26.38	-	-	23.88	-	-	8	4	18	4
Other cities, civil engineering promotion.	-	-	5	5	-	-	5	-	-	6	-	-	-	38.20	-	-	-	-	-	3	2	-	-
Boston architect service,	1	-	-	7	-	-	5	-	-	2	-	-	-	41.60	-	-	44.00	-	-	3	2	2	-
	209	2	215	4,032	16	1,018	2,244	2	488	1,085	1	231	18	35.36	66.50	28.12	34.94	63.56	24.88	2,556	178	2,189	143
	426			5,066			2,734			1,317			18	43.33			41.13			2,734		2,332	

Respectfully submitted,

WARREN P. DUDLEY,
Secretary.

HENRY SHERWIN,
Chief Examiner.

LABOR SERVICE.

BOSTON.

On Oct. 1, 1908, new regulations were adopted for the labor service in the city of Boston. Under these regulations the service was divided into three classes: Class 1, including common laborers and boys; Class 2, all skilled laborers; and Class 3, mechanics and craftsmen.

The method of registration was changed in several important particulars: —

First. — By the establishment of regular registration days on the first Mondays of February, May, August and November of each year, an applicant being allowed to file his application at any time, but his name not being placed upon the register until the following registration day.

Second. — By giving a preference in certification, upon request of the appointing officer, to applicants previously employed by the city for at least six months, and who were discharged, suspended or resigned, without cause.

Third. — By giving a preference in certification to applicants having persons wholly dependent upon them for support.

Fourth. — By the determination of the standing of applicants according to the date of the filing of the application.

These regulations have been in operation for over a year, have proved very satisfactory, and have created a feeling of confidence on the part of the applicants, who now understand that they are given a fair and equal opportunity for obtaining employment in the public labor service. This is due to the fact that the men are selected in accordance with the date of filing of the application, veterans of the civil war and those having families dependent upon them for support being given a preference. A man's name remains on the list for one year from the date of his registration. If he follows the instructions given him, and renews his application each year, his

name is continued on the list, and he does not lose his standing, but gradually goes higher up as the men ahead of him are appointed or fail to renew their applications, and finally reaches a position on the list where his name will be certified for appointment.

Competent Men.

During the year special attention has been given to the qualification and experience of the men who apply as skilled laborers or as mechanics and craftsmen. The requirement has been that applicants must have been actually employed for at least one year in the kind of work for which they apply, and must file certificates from their employers showing that their work has been satisfactory, and that they were not discharged for intoxication or other bad habits. These certificates have been carefully looked up, and in many cases additional certificates have been called for, in order that only men fully competent to perform the work may be certified. During the year the names of 11 men have been taken from the register because of insufficient certificates, and many others have been refused registration for the reason that they were not qualified.

During the year an examination of life guards and helpers for employment in the bath department of Boston was held, and out of 66 applicants notified, 37 appeared for examination. The examination took place at the L Street bath, and consisted of a physical examination, and a test in swimming, rowing and handling a boat. It was discovered by the examination that 3 of the applicants could not swim and 1 could not row a boat, although they had all applied for employment as expert life savers.

Physical Examination.

Another way in which suitable men may be obtained for the labor service is by giving all applicants a physical examination, and the Commission has had this very important matter under consideration for some time, and hopes during the next year to be able to put into operation a scheme of physical examination similar to that given to laborers for the

Federal service, which will result in putting men on the lists who are physically able to perform the hard manual work required of this class of applicants.

Character and Habits.

During the year care has been taken to exclude from the list men of bad character and habits, and the applications of 20 men have been cancelled because of their criminal record. This prevents the certification to the heads of departments of men who are addicted to the use of intoxicating liquors. If a man is discharged from a department for intoxication, he is absolutely debarred from registration for at least one year.

The statements of applicants in relation to persons dependent upon them for support, and their citizenship and residence, have been carefully scrutinized. During the year the applications of 34 men have been cancelled because of false statement in relation to dependents. Each applicant has been required, if a naturalized citizen, to exhibit his naturalization papers, and during the year 14 have been taken from the list because they were not citizens of this country and 12 because they were not residents of Boston.

Cities Other than Boston.

In the cities outside of Boston where the labor service is classified the same care has been exercised in regard to the qualifications, character and habits of the labor applicants. Only men who are qualified to perform the work have been registered. In Cambridge 48 men have been refused registration because of their criminal record.

In Everett Mr. Elmer E. Spear was appointed as Registration Clerk on Dec. 1, 1908, after a competitive examination especially framed to test the qualifications of the applicants for this position, and his able and efficient conduct of the office shows the practical results of the examination.

The registration, certification and employment of laborers under the Civil Service Law and Rules tends to give to a city employees well able to perform their labor, men of good

moral character and habits, who are citizens of the United States and residents of the city where they are employed. It gives the laborer who has a family dependent upon him for support the first chance of employment, and takes his appointment entirely outside of political influence.

The Commission will classify the labor service in any city, upon the request of that city, and the appropriation of a small sum each year to pay for the employment of a registration clerk.

BOSTON.

Number registered, certified and appointed.

During the year ending Sept. 30, 1909, the whole number of applications received in the city of Boston was 1,826, of which 1,487 were those of persons restored from previous years and 339 were new applicants. Twenty-eight men registered with credit as veterans.

One hundred and seventeen requisitions, calling for 299 men, were received from the several departments, upon which 587 persons were certified, including 38 veterans; from these certifications were employed 242 men, including 8 veterans. Twenty-one of these requisitions were subsequently cancelled, upon which had been certified 63 names, 25 being those of veterans and 38 being those of others who were not veterans.

The following table shows the number of applicants on the register at the end of the year, and the number appointed during the year from the different lists: —

CLASS 1. — LABORERS.		Number registered.	Number appointed.
<i>List No.</i> 1. — Common laborers (including boys), .		930	92
CLASS 2. — SKILLED LABORERS.			
<i>List No.</i> 1. — Bracers, derrickmen and riggers, .		21	—
<i>List No.</i> 2. — Building laborers,		19	—
<i>List No.</i> 3. — Chauffeurs,		29	3
<i>List No.</i> 4. — Chief's drivers,		51	—
<i>List No.</i> 5. — Cooks,		12	1
<i>List No.</i> 6. — Custodians,		54	—
<i>List No.</i> 7. — Drivers and stablemen,		218	6
<i>List No.</i> 8. — Elevator men,		1	1

CLASS 2. — SKILLED LABORERS — <i>Con.</i>		Number registered.	Number appointed.
<i>List No. 9.</i> — Gardening laborers,		51	12
<i>List No. 10.</i> — Helpers,		59	1
<i>List No. 11.</i> — Lamplighters,		18	—
<i>List No. 12.</i> — Ledgemen and drillmen,		24	—
<i>List No. 13.</i> — Mariners,		65	7
<i>List No. 14.</i> — Moth destroyers,		29	7
<i>List No. 15.</i> — Paving laborers,		35	19
<i>List No. 16.</i> — All other skilled laborers,		8	31

CLASS 3. — MECHANICS AND CRAFTSMEN.

<i>List No. 1.</i> — Blacksmiths,	44	1
<i>List No. 2.</i> — Carpenters and woodworkers,	76	5
<i>List No. 3.</i> — Electrical laborers,	19	—
<i>List No. 4.</i> — Engineers,	149	15
<i>List No. 5.</i> — Firemen,	209	15
<i>List No. 6.</i> — Machinists,	65	7
<i>List No. 7.</i> — Masons,	27	—
<i>List No. 8.</i> — Metal workers,	95	11
<i>List No. 9.</i> — Oilers,	93	—
<i>List No. 10.</i> — Painters,	56	6
<i>List No. 11.</i> — Stone and marble workers,	32	—
<i>List No. 12.</i> — Special list,	16	2
Totals,	2,505	242

Six hundred and eighty men have been discharged during the year from the several departments.

Life Guard and Helper.

On June 18 and 22, 1909, 66 applicants for employment as life guard and helper in the service of the city of Boston were notified to appear for examination at the L Street bathhouse. The examination was conducted by Dr. Andrew F. Downing, the Physical Inspector of the Commission.

Thirty-seven of these applicants appeared for examination, and 33 passed and their names were placed upon the register for employment; 4 failed to pass and 29 did not appear. Of those who failed to pass, 3 failed in swimming and 1 failed in rowing.

WORCESTER.

The whole number of applications received in Worcester during the year was 1,011, of which 20 were those of veterans. Of this number, 463 were restored from previous years.

Sixty-nine requisitions, calling for 886 men, were received from the several departments, upon which 1,670 persons were certified, 31 being veterans. From these certifications there were employed 550 men, including 8 veterans.

Ten hundred and forty-three men were discharged during the year.

CAMBRIDGE.

In Cambridge the whole number of applications received was 727, including those of 582 persons restored from previous years. Nineteen men registered with credit as veterans.

Twenty requisitions, calling for 105 men, were received from the several departments, in response to which 184 persons were certified, including 13 veterans. The whole number of employments during the year was 90, including 12 veterans.

One hundred and eighty-nine men have been discharged during the year.

On June 18, 1909, 5 applicants for employment as life guard in the park department were notified to appear for examination in swimming and rowing. Three of these passed the examination, and the other 2 did not appear for examination.

Forty-eight men have been refused registration because of their criminal record.

NEWTON.

The whole number of applications received in Newton was 196, including those of 13 persons restored from previous years. One man registered with credit as a veteran.

Four requisitions, calling for 101 men, were received from the departments, upon which 94 persons, including 2 veterans, were certified. From these certifications 12 men, including 1 veteran, were employed.

Ten men have been reported as discharged during the year.

EVERETT.

In Everett 147 persons were registered, including 5 veterans. Of this number, 62 names were restored from previous years.

Seven requisitions were received, calling for 86 men, in response to which 159 persons were certified, including 7 veterans. From these, 59 men were selected for employment.

Four men have been removed from the list because of their criminal record.

Eighty-one men have been discharged during the year.

Respectfully submitted,

JOHN C. GILBERT,
Registrar of Labor.

REPORT OF PAY ROLL INSPECTOR.

To the Civil Service Commission.

DEAR SIRs: — I have the honor to hand you herewith my second annual report on pay roll inspection in Boston, under the pay roll act, chapter 210, Acts of 1908.

The most notable feature to be reported, and one that is most gratifying, is the general and hearty approval by the various municipal departments in Boston of the present system of pay roll inspection.

In comparatively few cases have I been compelled to withhold certification on bills and pay rolls. These may be classified as follows: (1) the person whose name could not be certified to had been given provisional rating as the result of a former "hold-up," and, having failed to qualify for that rating in the examination, was now compelled to resume the duties of his former rating or to leave the service; (2) the object of the "hold-up" was simply to bring about a prompt compliance with Civil Service Law and Rules as regards the matter of sending in reports required under these rules; (3) cases plainly due to ignorance of the Civil Service Law and Rules. In these the "hold-ups" served the purpose of directing the attention of the heads of departments to the necessity of informing themselves along these lines.

Another feature of the present system of pay roll inspection, and one that must commend it to every tax payer, is the aid it offers to discipline and the direct saving of vast sums of money by its tendency to keep "students" and "emergency men" off the pay rolls.

"Students" are men who may properly be on the pay rolls as regards Civil Service Law and Rules, *i.e.*, they may have been properly certified and appointed; but they are improperly drawing pay from the city, because (1) not will-

ing to work at all; (2) refusing to do work proper to their rating, since it "might lower their standing in the community" to be seen on the streets doing even such light work as picking up paper; (3) trying to serve two or more paying masters at one and the same time (the city, as might be supposed, always drawing the shorter end of the service, if any at all). These students used to be the despair of the district foremen, who found it impossible to get rid of them because of their influence with men "higher up," who, I doubt not, would have been only too glad, in their turn, to shake off this influence. And the presence of one such man in a gang is sufficient to send all discipline to the four winds; for why should 30 men receiving less pay work harder than the better-paid man with the same rating, who is doing nothing? The following cases will serve as illustrations: —

Two men, laborers, who had been suspended by the district foreman because they would not work, were again assigned to his district, and again appeared in holiday attire and defied him to make them do any work. He tried to make the best of the situation, and offered them such light work as hose repairing and the like; but they, thinking themselves secure in their backing from "way up somewhere," gave him what is known in the parlance of the city employees as the "horse laugh," and persisted in their little smoke talks through the eight working hours of the day. When I came around for inspection I found between 30 and 40 men doing the various kinds of hard and disagreeable work incident to deep-sewer construction, and these two men comfortably sitting in a heated booth, the door locked from the inside, well dressed, "laboring" with their pipes and newspapers. I went at once to the deputy superintendent of the sewer division, and informed him that, while we had no power under the law to remove these two men from the pay roll, we would insist on having them recorded on the sworn pay roll as drawing pay for "loafing." This developed a situation most welcome to the various officials by whose unwilling consent the two men had been kept on the pay rolls. Orders were promptly issued that the men be compelled to go into the trench or to leave the service. They chose the latter alternative.

Another laborer in a certain department was drawing a monthly salary of \$100, for which no parallel is found on the city pay rolls. Whenever I arrived at the shop for inspection this man was always conspicuous for his absence. So frequently did this happen that I finally made his case the subject of special investigation; and, though I made repeated visits to the shop for the express purpose of meeting the gentleman in question, I have not up to date had the pleasure of setting eyes on him. I accordingly went to the deputy superintendent (who promptly disclaimed any responsibility for this state of affairs, and I believe with perfect justice, everything considered), and told him that he must tell on the sworn pay roll what this man was doing when absent from the shop during working hours. The result was that the city is now saving the \$100 every month.

"Emergency men" (very properly employed if in real emergencies fully provided for by Civil Service Law and Rules) were another form of abuse, by which hundreds of thousands of dollars (I speak advisedly) have been drawn from the city treasury unnecessarily, and for which service to the city has been rendered in rare cases only. Two reasons other than real emergencies can be traced for the employment, in the past, of "emergency" or "five-day" men. One was to obligate men whose votes were desired, by giving them work, shortly before election, for the five days allowed by the Rules applying to emergency employment. I have good reason to believe that thousands of poor men have thus sold their suffrage rights. The other was one of blackmail. It seems that men were put on as "emergency men" for a cash consideration, and kept on until finally discovered by this Commission's inspector. Then this Commission's letter to the department would be used as a means of further extortion from the poor laborers thus "purchasing" employment. This last-named method, however, is not so very recent. The present system of pay roll inspection removes even the possibility of such practices.

As regards the system itself, we have been able to improve and perfect it to the extent that for Boston we shall hereafter

be able to do the work with two clerks, instead of with three. And so correctly does it work that we have been able in very many instances to assist the auditing department and the various departments sending in their pay rolls in the detection of errors, both in the names and the figures, — a feature that has more than once elicited appreciative comment.

With reference to my own personal work, which naturally divides itself into directing and supervising the inspection of bills and pay rolls, the certification of the same and personal inspection work in the municipal departments, I can report a decided advance, as described hereafter. Up to within six months or so this inspection work partook a great deal of the nature of detective work; but, seeing that the departments responded so cordially to my methods of frankness and fairness in dealing with them, to the extent even of informing me beforehand of contemplated changes and consulting me in doubtful cases, also before taking action, I assumed the rôle of educator, and put aside, until again needed, that of detective, with the result that now my inspection tours are in reality made for the direct benefit of the departments, in that I investigate their needs, encourage them to make all their real wants known to this Commission, in order to have the latter meet them intelligently, suggest to them ways in which they can under Civil Service Law and Rules improve the service, and make reports to this Commission calculated to correctly inform it as to the true state of affairs in the various departments, and embodying suggestions looking to the betterment of the service.

Respectfully submitted,

FRANZ KARBAUM.

Pay Roll Inspector.

REPORT OF PHYSICAL INSPECTOR.

To the Civil Service Commission.

GENTLEMEN:—I respectfully submit to you the report of the summary of my work from Oct. 1, 1908, to Sept. 30, 1909, inclusive, with the record of the work of the two preceding years.

	1908-09	1907-08	1906-07
Total number of men examined,	1,703	1,611	1,013
Number of police applicants,	758	787	357
Number of fire applicants,	588	672	479
Number of boatmen and swimmers,	40	68	35
Number of District Police (factory inspectors),	11	7	17
Number of District Police (boiler inspectors),	—	—	43
Number of District Police (detectives),	45	—	—
Number of Boston building inspectors,	11	—	—
Number of almshouse inspectors,	6	—	—
Number of investigators and examiners,	12	—	—
Number of applicants for prison service,	139	59	31
Number of truant officers,	93	—	44
Number of food and drug inspectors,	—	—	7
Number of sanitary inspectors,	—	18	—
Number of men examined medically,	1,257	1,162	855
Number of men examined in strength,	1,317	1,369	782
Number of men examined in rowing and swimming,	40	65	32
Total number of men rejected,	455	323	245
Number of police applicants rejected,	242	192	112
Number of fire applicants rejected,	139	102	95
Number of sanitary inspectors rejected,	—	3	—
Number of prison applicants rejected,	46	18	9
Number of boatmen and swimmers rejected,	4	8	3
Number of District Police (boiler inspectors) rejected,	—	—	8

	1908-09	1907-08	1906-07
Number of District Police (factory inspectors)			
rejected,	2	—	9
Number of District Police (detectives) rejected,	3	—	—
Number of Boston building inspectors rejected,	2	—	—
Number of food and drug inspectors rejected,	—	—	3
Number of truant officers rejected,	16	—	6
Number of investigators and examiners rejected,	—	—	—
Number of almshouse inspectors rejected,	1	—	—
Number of men passed later on re-examination,	68	48	31
Previously rejected for albuminuria,	29	27	9
Previously rejected for poor teeth,	18	16	15
Previously rejected for height,	9	1	—
Previously rejected for weight,	9	4	—
Previously rejected for vision,	2	—	2
Previously rejected for flat foot,	1	—	1
Previously rejected for varicose veins,	—	—	1
Previously rejected for obesity,	—	—	1
Previously rejected for varicocele,	—	—	1
Previously rejected for hæmorrhoids,	—	—	1
Actual number of men finally rejected,	387	275	214
Rejected for more than one reason,	47	36	40
Causes for rejection:—			
Under weight,	27	48	18
Under height,	52	45	29
Albuminuria,	75	45	20
Failed in strength,	115	42	20
Varicose veins,	35	33	69
Poor teeth,	24	32	18
Flat foot,	29	28	33
Defective vision,	39	27	14
Hernia,	10	13	16
Color blindness,	7	9	1
Heart,	7	6	6
Varicocele,	7	4	11
Obesity,	18	7	11
Failed in boating,	2	4	—
Lungs,	8	2	1
Syphilis,	—	2	—
Atrophic rhinitis,	—	2	1
Curvature of spine,	2	2	—
Loss of fingers or parts thereof,	4	2	7
Epididymitis (probably tubercular),	—	1	—

Causes for rejection — <i>Con.</i>	1908-09	1907-08	1906-07
Deformity of forearm,	—	1	—
Undescended testicle,	—	1	—
Alcoholism,	1	1	—
Fraud in examination,	—	1	—
Defective hearing,	—	—	2
Hæmorrhoids,	1	—	3
Hydrocele,	—	—	1
Failed to complete examination,	1	1	—
Poor physical condition,	—	1	1
Too thin for height,	1	—	—
Morphine habit,	1	—	—
Loss of arm at shoulder joint,	1	—	—
Old hip disease,	1	—	—
Knock-knees,	2	—	—
Arthritis deformans,	1	—	—
Unable to swim,	2	1	1
Old infantile paralysis,	—	—	1
Old compound fracture of ankle with deformity,	—	—	1
Arteriosclerosis, plus senility,	—	—	1

The work this year shows a slight increase over that of a year ago. The failures in strength are far in excess of what they have been. This, however, is easily accounted for by the fact that in the large cities of the State, especially Boston, where many appointments have been made, there is a scarcity of good material. For instance, in the special examination for police held in Boston last June about 200 men reached the strength test. Collectively, this group was physically the poorest that I have seen in Boston for the past three years. However, there is one striking feature of that examination which is worth noting. The good men, about 40 in number, came to the top of the list, and 30 of them were appointed (the first 30 on the list). Mr. O'Meara appointed every man in the order of his standing on the list, and I was told by Captain Donovan, who drills the recruits for the Boston police force, that they were a remarkable squad of men; and this fact is true all over the State. Even if we have failures in the strength test, its efficiency in weeding out the poor men and bringing the good men to their proper position on the list needs no defence.

Our system of medical and physical examinations has now become an important part of the work of the Civil Service Commission. Both this year and last year your inspector has examined physically one-third of the total number of people who have taken examinations of all kinds.

Respectfully submitted,

ANDREW F. DOWNING, M.D.,
Physical Inspector.

The Commonwealth of Massachusetts.

[REVISED LAWS, CHAPTER 19.]

OF THE CIVIL SERVICE.

CIVIL SERVICE COMMISSION AND OFFICERS.

SECTION 1. The governor shall annually, in May or June, with the advice and consent of the council, appoint a civil service commissioner for a term of three years from the first Monday of July following. All appointments shall be so made that not more than two commissioners shall at the time of any appointment be members of the same political party. Each commissioner shall be paid five dollars for each day's service and his travelling and other expenses incurred in the performance of his official duties. [*Amended by chapter 159, Acts of 1906, and chapter 344, Acts of 1907.*]

Civil service
commission.
1884, 320, § 1.
138 Mass. 603.

SECTION 2. The commissioners may appoint a chief examiner, who, under their direction, shall superintend any examination held under the provisions of this chapter and perform such other duties as they may prescribe. He shall receive an annual salary of three thousand dollars, and travelling expenses incurred in the performance of his official duties. They may appoint a secretary who shall receive an annual salary of two thousand dollars. They may appoint a registrar of labor, who shall, under their direction, supervise the administration of civil service rules applicable to the public labor service of the commonwealth or of any city thereof. He shall receive an annual salary of two thousand dollars, and his travelling expenses. They may incur other expenses not exceeding the annual appropriation therefor. [*Amended by chapter 454, Acts of 1907.*]

Chief exam-
iner, secretary,
etc.
1884, 320, § 20.
1888, 41.
1889, 177, 351.
1895, 376.
[1 Op. A. G.
382.]

SECTION 3. The commissioners or any of them, in an investigation by them, may summon witnesses, administer oaths and take testimony. The fees of such witnesses shall be the

Witnesses and
testimony.
1891, 140.

See also
R. L. 175, § 10.

same as for witnesses before the superior court, and shall be paid from the appropriation for the incidental expenses of the commissioners.

Examiners.
1884, 320, § 20.

SECTION 4. They may designate persons in the official service of the commonwealth or of any city or of any town wherein this chapter is in force, who shall, with the consent of the head of department or office in which any such person serves, act as examiners of applicants for public employment. But no person shall serve as such examiner when any relative or connection by marriage, within the degree of first cousin, shall be an applicant.

Records and
annual report.
1884, 320, §§ 2,
23.

SECTION 5. They shall keep records of their proceedings and of examinations made by them or under their authority. Recommendations of applicants received by them or by any officer authorized to make appointments or to employ laborers or others, within the scope of such rules shall be preserved. Such records and recommendations shall, under regulations approved by the governor and council, be open to public inspection. The commissioners shall from time to time suggest to the general court appropriate legislation for the administration and improvement of the civil service and shall annually before the tenth day of January make a report which shall contain any rules adopted under the provisions of this chapter. [*Amended by chapter 308, Acts of 1902.*]

RULES.

Rules.
1884, 320, § 2.
138 Mass. 601.
143 Mass. 589.
145 Mass. 587,
589.

SECTION 6. The commissioners shall from time to time prepare rules regulating the selection of persons to fill appointive positions in the government of the commonwealth and of the several cities thereof and the selection of persons to be employed as laborers or otherwise in the service of the commonwealth and said several cities, and altering, rescinding, amending or adding to the rules now established. Such rules may be of general or limited application and shall take effect only when approved by the governor and council.

Application of
rules.
1884, 320, §§ 14,
1895, 501, 1.
1896, 517, 8.
138 Mass. 603.
145 Mass. 590.
178 Mass. 186.

SECTION 7. The rules heretofore prepared by the commissioners and now in force shall continue in force, and such rules, and those hereafter prepared by them and approved by the governor and council, shall be administered by the com-

missioners. They shall not be inconsistent with law, may be of general or limited application and shall include provisions for:—

The classification of the positions and employments to be filled.

Open competitive and other examinations to test the practical fitness of applicants.

The filling of vacancies in and the selection of persons for public positions and employments in accordance with the results of such examinations, or in the order of application, or otherwise.

Promotions, if practicable, on the basis of ascertained merit in the examination and seniority of service.

A period of probation before an appointment or employment is made permanent.

Preference to veterans in appointment and promotion.

SECTION 8. Changes in the rules shall forthwith, when approved, be printed for distribution, and a certified copy thereof sent to the mayor of each city and the selectmen of each town to which such changes relate, and shall be published in one or more newspapers. In such publication the date when such changes shall take effect shall be specified, which date shall be not less than sixty days subsequent to the date of such publication.

Printing and
distribution of
rules.
1884, 320, § 19.
1888, 253.

SECTION 9. Judicial officers and officers elected by the people or by a city council, or whose appointment is subject to confirmation by the executive council or city council of any city, officers elected by either branch of the general court and the appointees of such officers, heads of principal departments of the commonwealth or of a city, the employees of the treasurer and receiver general, of the board of commissioners of savings banks, and of the treasurer and collector of taxes of any city, two employees of the city clerk of any city, teachers of the public schools, the secretaries and confidential stenographers of the governor, or of the mayor of any city, police and fire commissioners and chief marshals, or chiefs of police and fire departments, shall not be affected as to their selection or appointment by any rules made as aforesaid; but, with the above exception, such rules shall apply to members of police and fire departments.

Officers not
affected.
1884, 320, § 15.
1893, 95.
1896, 502.
[1 Op. A. G. 72,
194.]
178 Mass. 186.

SPECIAL PROVISIONS APPLICABLE TO BOSTON.

Classification
of janitors,
etc., in charge
of steam
boilers in
school build-
ings in Boston.
1889, 352.
1893, 253.

SECTION 10. Engineers, janitors and all persons having charge of steam boilers and furnaces in the school buildings in the city of Boston, and truant officers appointed by the school committee of said city, shall be classified and appointed pursuant to this chapter and the rules thereunder.

Qualifications
of firemen in
Boston.
Placing on list
for permanent
appointment.
1896, 256, 424.
See c. 194.
Acts of 1904.

SECTION 11. Persons five feet five inches in height or over, if otherwise qualified, shall be eligible to appointment in the fire department of the city of Boston. Call members in said department who have served three or more successive years shall, upon application to the civil service commissioners, be placed upon the eligible list for appointment as permanent men without further examination, and may at the discretion of the fire commissioner be appointed at the same salary as permanent men who have served three or more years in said service.

APPLICATIONS.

Statements of
applicants for
examination.
1884, 320, § 17.
1889, 183.
145 Mass. 587,
589.

SECTION 12. Every application shall state under oath the full name, residence and post office address, citizenship, age, place of birth, health and physical capacity, right of preference as a veteran, previous employment in the public service, business or employment and residence for the previous five years, and education of the applicant, and such other information as may reasonably be required relative to his fitness for the public service.

Application for
registry in
labor service.
1897, 328.

Applicants for positions in the labor service of the commonwealth or of the cities thereof shall, to the number of five hundred, be allowed to register on the first Monday of February, May, August and November in each year, at the places appointed therefor.

EXAMINATIONS AND LISTS.

Scope of
examination.
1884, 320, § 16.

SECTION 13. No question in any examination shall relate to, and no appointment to a position or selection for employment shall be affected by, political or religious opinions or affiliations. Examinations shall be practical and shall relate to matters which will fairly test the capacity and fitness of

the applicants. The examination of applicants for employment as laborers shall relate to their capacity for labor and habits of sobriety and industry and to the necessities of themselves and their families.

SECTION 14. No person in the public service shall wilfully and corruptly defeat, deceive or obstruct any person as to his right of examination; or wilfully or corruptly make a false mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or wilfully or corruptly make any false representation concerning the same or concerning the person examined; or wilfully or corruptly furnish to a person special or secret information, for the purpose of improving or injuring the prospects or chances of appointment, employment or promotion of any person so examined or to be examined.

Obstruction of right of examination forbidden.
1884, 320, § 18.

SECTION 15. The commissioners, within five days after the results of an examination have been ascertained, shall prepare a list of the applicants who have passed the examination, with the standing of each; and, within five days after certification of persons for appointment or employment, prepare a list of the persons so certified which shall be open to public inspection.

Lists of names of successful applicants.
1895, 501, § 4.
1896, 517, § 4.

APPOINTMENTS.

SECTION 16. No person habitually using intoxicating liquors to excess and no vendor of intoxicating liquors shall be appointed to or retained in any office, appointment or employment to which the provisions of this chapter apply.

Vendor or user of liquor ineligible.
1884, 320, § 3.

SECTION 17. No person shall be appointed to or employed in any office to which the provisions of this chapter apply within one year after his conviction of any crime against the laws of this commonwealth.

Convicts ineligible for one year.
1884, 320, § 4.
1888, 334.
[1 Op. A. G. 243.]

SECTION 18. No recommendation of an applicant for a position or employment under the provisions of this chapter given by any member of the general court, alderman or councilman, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making the appointment under this chapter.

Recommendations of public officers restricted.
1884, 320, § 5.

SECTION 19. The name and residence of every person, except laborers, appointed to, promoted or employed in a posi-

Name, etc., of appointees to be reported to

commissioners.
1884, 320, § 22.

tion coming within the rules governing the civil service, the designation of such position and the rejection or discharge of every such person, shall forthwith be reported to the commissioners by the officer making such appointment, promotion, rejection or discharge, or providing such employment.

VETERANS' PREFERENCE.

Definition of
"veteran."
1896, 517,
§§ 1, 6.

SECTION 20. The word "veteran" in this chapter shall mean a person who has served in the army or navy of the United States in the war of the rebellion and was honorably discharged therefrom, or a citizen of this commonwealth who distinguished himself by gallant and heroic conduct while serving in the army or navy of the United States and has received a medal of honor from the president of the United States.

Application of
veterans for
examination.
1887, 437.
1889, 473.
1895, 501,
§§ 1-3, 6.
1896, 517, § 2.
145 Mass. 587.
166 Mass. 14,
589.
[1 Op. A. G.
243, 340.]

SECTION 21. A veteran may apply for examination under the rules, and if he passes the examination, shall be preferred in appointment and employment to all persons not veterans. The commissioners shall cause the names of the veterans who pass the examination to be placed upon the eligible list in the order of their respective standing, above the names of all other applicants, and to be certified to the appointing officers for appointment and employment in preference to other applicants, and the appointment or employment shall be made from the list so certified. But nothing herein shall prevent the certification and employment of women. [*Amended by chapter 413, Acts of 1902.*]

Application for
employment.
1896, 517, § 3.
166 Mass. 589.

SECTION 22. A veteran may apply for appointment to or for employment in the classified public service without examination. In such application, he shall state under oath the facts required by the rules. Age, loss of limb or other disability which does not in fact incapacitate shall not disqualify him for appointment or employment under the provisions of this section. Appointing officers may make requisition for the names of any or all such veterans and appoint or employ any of them.

Removal of
veteran only
after hearing.
1894, 519.
1896, 517, § 5.
1901, 339.

SECTION 23. No veteran who holds an office or employment in the public service of the commonwealth, or of any city or town therein, shall be removed or suspended, or shall,

without his consent, be transferred from such office or employment, nor shall his office be abolished, except after a full hearing of which he shall have at least seventy-two hours' written notice, with a statement of the reasons for the contemplated removal, suspension, transfer, or abolition. The hearing shall be before the state board of conciliation and arbitration, if the veteran is a state employee, or before the mayor of the city or selectmen of the town of which he is an employee, and the veteran shall have the right to be present and to be represented by counsel. Such removal, suspension or transfer, or such abolition of an office, shall be made only upon a written order stating fully and specifically the cause or causes therefor, and signed by said board, mayor or selectmen, after a hearing as aforesaid. [*Amended by chapter 150, Acts of 1905.*]

175 Mass. 489.
179 Mass. 409.

SECTION 24. The rules shall provide for the employment of veterans in the labor service of the commonwealth and of the cities and towns thereof, in the class for which they make application, in preference to all other persons except women. If the appointing officer certifies in his requisition for laborers that the work to be performed requires young and vigorous men, and, upon investigation, the commissioners are satisfied that such certificate is true, they may fix a limit of age and certify only those whose age falls within such limit. In cities and towns in which the provisions of this chapter and the rules governing the civil service have not been applied to the labor service, the selectmen and the city councils shall take any necessary action to secure the employment of veterans in the labor service of their respective cities and towns in preference to all other persons except women.

Rules for
veterans.
1896, 517, § 6.
166 Mass. 589.
170 Mass. 58.

SECTION 25. Any person in the classified public service of the commonwealth or of any city or town thereof who resigns such office or leaves such service for the purpose of enlisting and serving in the army or navy of the United States or in the militia of this commonwealth in time of war and so enlists and serves, may at any time within one year after his honorable discharge from such military or naval service be appointed to or employed in his former or a similar position or employment, without application or examination.

Reinstatement
of certain per-
sons.
1898, 454.

CORRUPT PRACTICES.

Public officers
not to solicit
contributions
for political
purposes.
1884, 320, § 6.

SECTION 26. No councillor, member of the general court, alderman or councilman, or any officer or employee of any of said bodies, and no executive or judicial officer of the commonwealth, no clerk or employee of any department or branch of the government of the commonwealth and no executive officer, clerk or employee of any department of a city shall personally solicit or receive, directly or indirectly, or be concerned in soliciting or receiving, any assessment, subscription or contribution for any political purpose whatever; but this shall not forbid such persons to be members of political organizations or committees.

Solicitations
forbidden in
official build-
ings.
1884, 320, § 7.

SECTION 27. No person shall solicit in any manner whatever or receive any contribution of money or other thing of value for any political purpose whatever in a room or building occupied for the performance of official duties by an officer or employee of the commonwealth or of any city herein.

Public officers,
etc., not to be
affected by
refusal to
contribute.
1884, 320, § 8.
142 Mass.
90, 95.

SECTION 28. No officer or employee of the commonwealth or of any city or town wherein this chapter is in force, shall discharge, promote, or degrade an officer or employee, or change his official rank or compensation, or promise or threaten so to do, for giving, withholding or neglecting to make a contribution of money or other valuable thing for a political purpose.

Gifts for
political object
forbidden.
1884, 320, § 9.

SECTION 29. No officer, clerk or other person in the service of the commonwealth or of any city or town wherein this chapter is in force shall, directly or indirectly, give or deliver to an officer, clerk or person in said service, or to any councillor, member of the general court, alderman, councilman or commissioner, any money or other valuable thing on account of, or to be applied to, the promotion of any political object whatever.

Coercion of
political action
forbidden.
1884, 320, § 10.

SECTION 30. No person in the service of the commonwealth or of any city or town wherein this chapter is in force shall use his official authority or influence to coerce the political action of any person or body, or to interfere with any election.

Public officers,
etc., not re-
quired to con-
tribute to

SECTION 31. No person in the public service shall, for that reason, be under obligation to contribute to any political

fund, or to render any political service, and shall not be removed or otherwise prejudiced for refusing to do so.

SECTION 32. No person holding a public office or in nomination for, or seeking a nomination for, or appointment to, an office, shall corruptly use or promise to use, directly or indirectly, any official authority or influence to confer upon any person, or to aid a person to obtain, an office or public employment, or a nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote, political influence or action of any person shall be given or used in behalf of a candidate, officer or party, or upon any other corrupt condition or consideration.

SECTION 33. No city shall pay a bill incurred by any official thereof for wines, liquors or cigars; nor shall a city pay a bill for refreshments furnished to an official of said city if the amount for any one day exceeds one dollar for each member of the government of said city who certifies over his own signature to the correctness of the bill.

GENERAL PROVISIONS.

SECTION 34. If, in the opinion of the civil service commissioners, a person is appointed or employed in the public service classified under civil service rules in violation of any of such rules, the commissioners shall, after written notice mailed to the appointing or employing officer or officers and to such person, notify in writing the treasurer, auditor or other disbursing officer of the commonwealth, city or town in whose service such person is so employed, and the payment of any compensation to such person shall be illegal and shall cease at the expiration of one week after the mailing of the latter notice, until the legality of such appointment or employment is duly established. The attorney general may, within thirty days after said notice to such treasurer, auditor or other disbursing officer, file in the superior court, sitting in equity for the county in which such appointee or employee was appointed or employed, an information in the nature of a quo warranto against such appointee or employee, and the superior court or any justice thereof shall have jurisdiction to hear and determine the same. At any time after the beginning of such proceedings the court may, if it is of opinion that there

political fund.
1884, 320, § 11.
142 Mass. 90,
95.

Corrupt methods of procuring nominations, etc., prohibited.
1884, 320, § 12.

Refreshments at public expense regulated.
1884, 320, § 13.

Enforcement of rules.
1901, 512.

is reasonable doubt whether the employment of such person is in violation of such rules, order that the compensation accruing to the person notified shall be paid to him until otherwise ordered by said court. If the attorney general shall fail within said thirty days to file such information, the said notice shall be regarded as null and void.

Penalties.
1884, 320, § 24.
1895, 501, § 5.
1896, 517, § 7.
143 Mass. 589.

SECTION 35. Whoever makes an appointment to office or selects a person for employment contrary to, or wilfully refuses or otherwise neglects to comply with, the provisions of this chapter or of any rule hereunder shall, unless some other penalty is specifically provided, be punished by a fine of not less than one hundred nor more than one thousand dollars for each offence.

Application of
chapter.
1894, 267.
1896, 449.

SECTION 36. This chapter shall be in force in any town of more than twelve thousand inhabitants when accepted by it. So much of this chapter and the rules established under it as relate to the employment of laborers, designated as the "Labor Service," shall not be in force in any city of less than one hundred thousand inhabitants until the city council, with the approval of the mayor, accepts the same.

Application to
fire and police
forces in towns.
1901, 78.

SECTION 37. In a town which by a vote of a majority of the voters voting thereon at an annual or special town meeting accepts the provisions of this section or has accepted the corresponding provisions of earlier laws, the provisions of this chapter and the rules made under the authority thereof which relate to the police and fire forces of cities except Boston shall apply to all members of the regular or permanent police and fire forces, or to the call fire force, or to either of said forces, of a town. Such vote may limit the application of the provisions of this chapter and of the rules made thereunder either to the police force or to the fire force of such town, or it may extend such application to both of said forces. Upon such vote of acceptance, each member of the force or forces included therein and within the classified civil service shall continue to hold his office until his death, resignation or removal. He shall not be removed except for cause shown after a full hearing before the board or officer of the town having power to make removals, and such member shall have the right to be present at such hearing and to be represented by counsel.

[REVISED LAWS, CHAPTER 24.]

SECTION 24. A city may appropriate money for the enforcement therein of the laws relating to its civil service.

Appropriations for enforcement of civil service law.
1887, 345.

[REVISED LAWS, CHAPTER 103.]

SECTION 5. The inspector of buildings of each city and town which is subject to the provisions of this chapter, if he has control of the enforcement of the regulations relative to plumbing or, if he has not such control, the board of health, shall, within three months after the acceptance of the provisions of this chapter, appoint one or more inspectors of plumbing, who shall be practical plumbers and shall have had practical experience, either as masters or as journeymen, continuously, during the five years last preceding the date of appointment, and who shall hold office until removed by said board or inspector for cause shown. All such inspectors shall, before appointment, be subjected to an examination before the civil service commission. The compensation of such inspectors shall be determined by the board or inspector appointing them, subject to the approval of the city council or selectmen, and shall be paid from the treasury of their respective cities or towns. Said inspectors shall inspect all plumbing for which permits are granted within their respective cities or towns, which is in process of construction, alteration or repair, and shall report to said board or inspector all violations of any law, ordinance, by-law, rule or regulation relative to plumbing; and also perform such other appropriate duties as may be required. The approval of plumbing by any inspectors other than those provided for by this chapter shall not be a compliance with the provisions hereof.

Inspectors of plumbing.
1893, 477, § 5.
1894, 455, § 5.
1895, 453.

[REVISED LAWS, CHAPTER 108.]

SECTION 26. Any city, except Boston, in which the city council, with the approval of the mayor, accepts the provisions of this and the two following sections or has accepted the corresponding provisions of earlier laws, may establish a

Reserve police force.
1896, 314, §§ 1, 4.

reserve police force; and appointments thereto shall be made in the same manner as appointments to the regular police force of said city, subject to such rules as the civil service commissioners may prescribe.

Number of
members.
1896, 314, § 2.

SECTION 27. The number of members of such reserve force shall not exceed five in cities in which the number of members of the regular force does not exceed fifteen. If the number of members of the regular force exceeds fifteen, one member may be added to the reserve force for every three of the regular force above fifteen and not above thirty; one for every five of the regular force above thirty and not above eighty; and one for every ten of the regular force above eighty.

Powers, duties,
compensation.
1896, 314, § 3.

SECTION 28. The mayor, chief of police or city marshal of a city in which such reserve force is established may assign the members thereof to duty in said city whenever and for such length of time as said mayor, chief of police or marshal may deem necessary; and when on duty the members of said reserve force shall have all the powers and duties of members of the regular police force of said city. The compensation of the members of said reserve force shall be fixed by the city council.

[REVISED LAWS, CHAPTER 225.]

Transfer of
watchmen.
1894, 349.
As amended by
c. 214, Acts of
1904.

SECTION 10. An officer in a jail or house of correction may be transferred to the state prison, the Massachusetts reformatory, or the temporary industrial camp for prisoners as a watchman; and if the place in which he is employed is not in the classified list prepared by the civil service commissioners, they shall give him a non-competitive examination as to his fitness, upon receipt from the warden of the state prison, the superintendent of the Massachusetts reformatory or the superintendent of the temporary industrial camp for prisoners of a statement that the appointment of such officer is desired and that he possesses particular qualifications for the work which will be required of him.

[ACTS OF 1897, CHAPTER 209.]

AN ACT RELATIVE TO APPOINTMENT IN THE SOMERVILLE FIRE
DEPARTMENT.*Be it enacted, etc., as follows:*

SECTION 1. All members of the Somerville fire department, known as call members, who were appointed before the enactment of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, and who have continued three or more years in said service, shall, upon application to the civil service commissioners, be placed upon the eligible list for appointment as permanent men, without any further examination.

Somerville fire
department.

SECTION 2. The mayor may at his discretion appoint such men on the permanent force at the same salary as a permanent man who has continued three or more years in said service.

SECTION 3. This act shall take effect upon its acceptance by the city government of the city of Somerville. [*Approved March 29, 1897. Accepted by city July 3, 1902.*]

[ACTS OF 1897, CHAPTER 265, SECTION 5.]

AN ACT RELATIVE TO THE LICENSING OF GAS FITTERS AND TO
THE SUPERVISION OF THE BUSINESS OF GAS FITTING IN THE
CITY OF BOSTON.*Be it enacted, etc., as follows:*

.

SECTION 5. The building commissioner shall appoint, after the first day of October in the year eighteen hundred and ninety-seven, such a number of inspectors of gas fitting as the board of examiners may from time to time determine. Said inspectors shall be practical gas fitters of at least five years' continued practical experience, and shall, before appointment, be subject to an examination before the civil service commissioners. The compensation of said inspectors shall be determined by the building commissioner, subject to the approval

Inspectors of
gas fitting, ap-
pointment,
qualifications,
etc.

of the mayor; and such inspectors shall hold office until removed by said commissioner, with the approval of the mayor, for malfeasance, incapacity or neglect of duty. Said inspectors shall inspect all new work relating to gas fitting in new and in old buildings, the connections and use of such work, and shall report all violations of this act or of any act or ordinance relating thereto, which now exists or may be hereafter enacted or ordained; and they shall also perform such other appropriate duties as may be required by the building commissioner.

.

[ACTS OF 1898, CHAPTER 173.]

AN ACT RELATIVE TO APPOINTMENTS IN THE FIRE DEPARTMENT OF THE CITY OF LOWELL.

Be it enacted, etc., as follows:

Chief engineer may appoint certain persons as members of the permanent force, etc.

SECTION 1. The chief engineer of the fire department of the city of Lowell may, on the recommendation of the board of engineers, appoint as members of the permanent force, or as call-men, without civil service examination, any person who has served as call or substitute call-man in said service for three or more successive years prior to the passage of this act.

May discharge subordinate officers, etc.

SECTION 2. Said chief engineer shall have the power to discharge all subordinate officers and employees in the fire department of said city, except the members of said board, and, with the approval of said board, to appoint and employ all such officers and employees.

Repeal.

SECTION 3. All acts and parts of acts inconsistent herewith are hereby repealed.

SECTION 4. This act shall take effect upon its passage.
[Approved March 15, 1898.]

—

[REVISED LAWS, CHAPTER 223.]

Age of applicants for prison service.
1899, 245,
§§ 1, 4.

SECTION 3. The officers of the state prison shall be a warden, deputy-warden, chaplain, physician and surgeon, clerk, engineer, assistant engineer, electrician, steward who shall be

employed in the kitchen department of the prison, four turn-keys, as many watchmen, not exceeding forty-nine, and as many assistant watchmen, not exceeding five, as the warden, subject to the approval of the prison commissioners, may find necessary. In certifying the names of persons eligible to appointment as assistant watchmen, the civil service commissioners shall certify the names of persons who are over the age of twenty-five and under the age of forty years.

[REVISED LAWS, CHAPTER 192.]

SECTION 12. The supreme judicial court shall have jurisdiction of informations in the nature of quo warranto filed by the attorney general against a person holding or claiming the right to hold an office or employment, the salary or compensation of which is payable by the commonwealth, a county, city or town.

Informations.
1899, 376.
163 Mass. 446.

[ACTS OF 1900, CHAPTER 69.]

AN ACT TO EXTEND THE PROVISIONS OF THE CIVIL SERVICE ACT TO THE POLICE AND FIRE FORCES OF THE TOWN OF MILTON.

Be it enacted, etc., as follows:

SECTION 1. The provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, entitled "An Act to improve the civil service of the commonwealth and the cities thereof," and all acts in amendment thereof and in addition thereto, and the civil service rules thereunder which relate to the police and fire forces of cities of the commonwealth other than the city of Boston, are hereby extended and made applicable to all members of the regular or permanent police force and to all members of the fire force of the town of Milton.

Milton police
and fire ser-
vice.

SECTION 2. All members of said regular police and fire forces shall continue to hold their several offices until resignation or removal.

SECTION 3. No member of either of said forces shall be removed except for cause shown after a full hearing before the board or officer of the town having power to make re-

As amended by
c. 288, Acts of
1904.

movals, at which hearing the member in question shall have the right to be present and to be represented by counsel.

SECTION 4. This act shall take effect upon its passage.
[Approved February 13, 1900.]

[ACTS OF 1900, CHAPTER 95.]

AN ACT TO PROVIDE FOR THE APPOINTMENT OF A RESERVE
POLICE FORCE IN THE CITY OF FALL RIVER.

Be it enacted, etc., as follows:

Fall River
police service.

SECTION 1. The board of police for the city of Fall River may from time to time, as authorized by said city and under such rules as the civil service commissioners of the commonwealth prescribe, appoint suitable persons to constitute a reserve police force for said city, who shall be subject to such rules and regulations as the board of police may prescribe, and who may be removed by said board for any reason satisfactory to it. Said board of police may assign the members of said reserve police force to duty in said city whenever and for such time as it shall deem necessary, and when on duty they shall have and exercise all the powers and duties held and exercised by the police of said city.

SECTION 2. All appointments upon the regular police force of said city shall be made from the reserve police force, under such rules as the civil service commissioners of the commonwealth may prescribe; and service on the reserve police force for not less than six months shall be deemed to be equivalent to the probationary period now required by the rules of said commissioners.

SECTION 3. The members of the reserve police force shall when on duty be paid by the city of Fall River such compensation, not exceeding two dollars and fifty cents a day, as the board of police may prescribe.

SECTION 4. This act shall take effect upon its passage.
[Approved February 20, 1900.]

[ACTS OF 1900, CHAPTER 133.]

AN ACT TO EXTEND THE PROVISIONS OF THE CIVIL SERVICE LAW TO THE POLICE AND FIRE FORCES OF THE TOWN OF NATICK.

Be it enacted, etc., as follows:

SECTION 1. The provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, entitled "An Act to improve the civil service of the commonwealth and the cities thereof," and of all acts in amendment thereof, and the civil service rules thereunder which relate to the police and fire forces of cities of the commonwealth other than the city of Boston, are hereby extended and made applicable to the members of the regular police force and all members of the fire force of the town of Natick.

Natick police
and fire ser-
vice.

SECTION 2. All members of said regular police and fire forces shall continue to hold their respective offices until resignation or removal.

SECTION 3. No member of either of said forces shall be removed except for cause shown, after a full hearing before the selectmen of said town, at which hearing the member in question shall have the right to be present and to be represented by counsel.

SECTION 4. This act shall take effect upon its acceptance by a majority of the legal voters of said town present and voting thereon at an annual town meeting or at any town meeting duly called for the purpose. If the vote thereon is taken at an annual town meeting it shall be by official ballot in answer to the question, "Shall an act passed by the general court in the year nineteen hundred, to extend the civil service law to the police and fire forces of Natick, be accepted?" [Approved March 8, 1900.]

[ACTS OF 1903, CHAPTER 102.]

AN ACT TO EXTEND THE PROVISIONS OF THE CIVIL SERVICE ACT TO THE TOWN OF MILTON.

Be it enacted, etc., as follows:

SECTION 1. The provisions of chapter nineteen of the Revised Laws entitled, "Of the Civil Service", and all acts

R. L. 19, etc.,
extended to
Milton.

in amendment thereof and in addition thereto, and the civil service rules established thereunder, are hereby extended and made applicable to the following named offices in the town of Milton, to wit:—

Officers
affected.

Heads of principal departments not elected by the voters, chief superintendents of departments, clerks and confidential stenographers of the selectmen, and all offices in the public service classified in and included by said civil service rules in the division designated as the “official service.”

Terms of
officers.

SECTION 2. Every person holding an office in the town of Milton, enumerated in section one, shall continue to hold such office until resignation or removal.

As amended by
c. 143, Acts of
1904.

SECTION 3. This act shall take effect upon its acceptance by a majority vote of the voters of said town present and voting thereon at a town meeting duly called for the purpose within three years after its passage; but only one such meeting shall be called. [*Approved February 25, 1903.*]

[ACTS OF 1902, CHAPTER 308.]

AN ACT RELATIVE TO THE PRESERVATION OF RECORDS BY THE
CIVIL SERVICE COMMISSIONERS.

Be it enacted, etc., as follows:

R. L. 19, § 5,
amended.

SECTION 1. Section five of chapter nineteen of the Revised Laws is hereby amended by inserting after the word “rules”, in the fifth line, the words:—and the examination papers of such applicants,—and after the word “preserved”, in said line, the words:—for at least six years, after which time any or all application and examination papers of applicants, with accompanying recommendations, may, at the discretion of said commissioners, be destroyed,—so as to read as follows:—*Section 5.* They shall keep records of their proceedings and of examinations made by them or under their authority. Recommendations of applicants received by them or by any officer authorized to make appointments or to employ laborers or others, within the scope of such rules, and the examination papers of such applicants, shall be preserved for at least six years, after which time any or all application and examination papers of appli-

Civil service
commis-
sioners to
preserve
records, etc.,

cants, with accompanying recommendations, may, at the discretion of said commissioners, be destroyed. Such records and recommendations shall, under regulations approved by the governor and council, be open to public inspection. The commissioners shall from time to time suggest to the general court appropriate legislation for the administration and improvement of the civil service and shall annually before the tenth day of January make a report which shall contain any rules adopted under the provisions of this chapter.

SECTION 2. This act shall take effect upon its passage.
[Approved April 17, 1902.]

[ACTS OF 1902, CHAPTER 413.]

AN ACT RELATIVE TO APPOINTMENTS TO THE DETECTIVE DEPARTMENT OF THE DISTRICT POLICE.

Be it enacted, etc., as follows:

SECTION 1. Section twenty-one of chapter nineteen of the Revised Laws is hereby amended by inserting after the word "certified", in the ninth line, the words:— but this section shall not apply to the detective department of the district police,— and by striking out the word "But", in the same line, so as to read as follows:— *Section 21.* A veteran may apply for examination under the rules, and if he passes the examination, shall be preferred in appointment and employment to all persons not veterans. The commissioners shall cause the names of the veterans who pass the examination to be placed upon the eligible list in the order of their respective standing, above the names of all other applicants, and to be certified to the appointing officers for appointment and employment in preference to other applicants, and the appointment or employment shall be made from the list so certified, but this section shall not apply to the detective department of the district police. Nothing herein shall prevent the certification and employment of women.

R. L. 19, § 21.
amended.

Examination,
etc., of vet-
erans under
civil service
rules.

SECTION 2. This act shall take effect upon its passage.
[Approved May 22, 1902.]

[ACTS OF 1904, CHAPTER 194.]

AN ACT RELATIVE TO REGULATIONS CONCERNING THE HEIGHT
AND WEIGHT OF MEMBERS OF FIRE DEPARTMENTS.*Be it enacted, etc., as follows:*Height and
weight of
members of
fire depart-
ments.

SECTION 1. No regulations concerning the height or weight of persons who shall be eligible to become members of the fire department in any city or town shall be made or enforced except by the city council of such city, by the selectmen of such town, or by the board or officer having authority to make appointments in the fire department of such city or town.

SECTION 2. This act shall take effect upon its passage.
[Approved March 31, 1904.]

[ACTS OF 1904, CHAPTER 198.]

AN ACT RELATIVE TO THE CIVIL SERVICE RULES AND REGULA-
TIONS.*Be it enacted, etc., as follows:*Certification
three separate
times.

SECTION 1. No rules shall be made or enforced by the civil service commissioners which shall prevent the certification for the same office, on at least three separate occasions, of any person whose name is on any register. But in case the said commissioners shall find upon investigation that any person who has once or twice so been certified is morally unfit to hold the office or position in question, he shall not be entitled to be certified again.

SECTION 2. This act shall take effect upon its passage.
[Approved March 31, 1904.]

[ACTS OF 1904, CHAPTER 314.]

AN ACT TO REGULATE REMOVALS AND SUSPENSIONS FROM
OFFICE AND EMPLOYMENT IN THE CLASSIFIED CIVIL SERVICE.*Be it enacted, etc., as follows:*Removals,
etc., in classi-
fied service.

SECTION 1. Every person holding office or employment in the public service of the Commonwealth or in any county, city or town thereof, classified under the civil service rules of the

Commonwealth, shall hold such office or employment and shall not be removed therefrom, lowered in rank or compensation, or suspended, or, without his consent, transferred from such office or employment to any other except for just cause and for reasons specifically given in writing.

SECTION 2. The person sought to be removed, suspended, lowered or transferred shall be notified of the proposed action and shall be furnished with a copy of the reasons required to be given by section one, and shall, if he so requests in writing, be given a public hearing, and be allowed to answer the charges preferred against him either personally or by counsel. A copy of such reasons, notice and answer and of the order of removal, suspension or transfer shall be made a matter of public record: *provided, however*, that nothing contained in this act shall be construed to prevent temporary suspension for a period not exceeding thirty days, made without compliance with the provisions of this act and pending further action under this act. [Approved May 9, 1904.]

Notice to be given, etc., as amended by c. 243, Acts of 1905. See c. 210, Acts of 1906.

[ACTS OF 1905, CHAPTER 150.]

AN ACT RELATIVE TO THE RANK AND COMPENSATION OF VETERANS EMPLOYED IN THE CIVIL SERVICE.

Be it enacted, etc., as follows:

SECTION 1. Section twenty-three of chapter nineteen of the Revised Laws is hereby amended by inserting after the word "abolished", in the fifth line, the words:—nor shall he be lowered in rank or compensation,—by inserting after the word "transfer", in the seventh line, the words:—lowering in rank or compensation,—and by inserting after the word "transfer", in the twelfth line, the words:—lowering in rank or compensation,—so as to read as follows:—*Section 23.* No veteran who holds an office or employment in the public service of the Commonwealth, or of any city or town therein, shall be removed or suspended, or shall, without his consent, be transferred from such office or employment, nor shall his office be abolished, nor shall he be lowered in rank or compensation, except after a full hearing of which he shall have at least seventy-two hours' written notice, with

Veterans, removal and suspension.

a statement of the reasons for the contemplated removal, suspension, transfer, lowering in rank or compensation, or abolition. The hearing shall be before the state board of conciliation and arbitration, if the veteran is a state employee, or before the mayor of the city or selectmen of the town of which he is an employee, and the veteran shall have the right to be present and to be represented by counsel. Such removal, suspension or transfer, lowering in rank or compensation, or such abolition of an office, shall be made only upon a written order stating fully and specifically the cause or causes therefor, and signed by said board, mayor or selectmen, after a hearing as aforesaid.

SECTION 2. This act shall take effect upon its passage.
[Approved March 9, 1905.]

[ACTS OF 1906, CHAPTER 159.]

AN ACT TO AUTHORIZE THE GOVERNOR TO DESIGNATE THE
CHAIRMAN OF THE CIVIL SERVICE COMMISSION.

Be it enacted, etc., as follows:

R. L. 19, § 1,
amended.

SECTION 1. Section one of chapter nineteen of the Revised Laws is hereby amended by inserting after the word "party", in the sixth line, the words:— The chairman of the commission shall at all times be such one of the three commissioners as the governor shall designate, — so as to read as follows:—

Civil service
chairman
designated by
governor.

Section 1. The governor shall annually, in May or June, with the advice and consent of the council, appoint a civil service commissioner for a term of three years from the first Monday of July following. All appointments shall be so made that not more than two commissioners shall at the time of any appointment be members of the same political party. The chairman of the commission shall at all times be such one of the three commissioners as the governor shall designate. Each commissioner shall be paid five dollars for each day's service and his travelling and other expenses incurred in the performance of his official duties.

SECTION 2. This act shall take effect upon its passage.
[Approved March 14, 1906.]

[ACTS OF 1906, CHAPTER 210.]

AN ACT RELATIVE TO REMOVALS AND SUSPENSIONS FROM
OFFICE AND EMPLOYMENT OF POLICE OFFICERS IN THE CLAS-
SIFIED CIVIL SERVICE.

Be it enacted, etc., as follows:

SECTION 1. Every police officer now holding or hereafter appointed to an office classified under the civil service rules of the Commonwealth, in any city, and whether appointed for a definite or stated term, or otherwise, shall hold such office continuously during good behavior, and shall not be removed therefrom, lowered in rank or compensation, or suspended, or, without his consent, transferred from such office or employment to any other, except for just cause and for reasons specifically given in writing by the removing officer or board.

Removals and
suspensions of
police officers.

SECTION 2. The provisions of section two of chapter three hundred and fourteen of the acts of the year nineteen hundred and four, and of acts in amendment thereof, shall apply to the police officers designated in section one hereof.

SECTION 3. This act shall take effect upon its passage.
[Approved March 30, 1906.]

[ACTS OF 1906, CHAPTER 277.]

AN ACT RELATIVE TO THE POSTING OF NOTICES OF CIVIL SER-
VICE EXAMINATIONS.

Be it enacted, etc., as follows:

SECTION 1. The civil service commissioners shall from time to time prepare notices of civil service examinations and send them to the clerks of the several cities and towns in the commonwealth, who shall cause the same to be posted in the city and town halls and in other conspicuous places in their respective municipalities. Of such notices there shall be posted conspicuously not less than five in every town, and not less than twenty-five in every city, including one in each ward.

Notices of civil
service exami-
nations to be
posted.

SECTION 2. Any city or town clerk who shall refuse or wilfully neglect to comply with the provisions of this act, or

any person who shall maliciously tear down, destroy, deface or injure any such notice prior to the date of the examination or examinations of which notice is given therein, shall be liable to a fine of not more than twenty-five dollars. [*Approved April 12, 1906.*]

[ACTS OF 1906, CHAPTER 306.]

AN ACT TO PROVIDE FOR PUBLICITY AS TO THE EMPLOYMENT OF CITY EMPLOYEES SUBJECT TO THE CIVIL SERVICE LAWS AND REGULATIONS.

Be it enacted, etc., as follows:

Officer or board employing persons in positions where civil service rules apply to make report, etc.

SECTION 1. The officer or board having power in any city to appoint or employ persons in any department of such city to which the provisions of the civil service laws and of the civil service rules established thereunder are applicable shall, within seven days after the receipt of a written request therefor made by the board of civil service commissioners, make, and file with the auditor or officer or officers whose duty it is to audit the accounts of such appointing or employing officer or board, a report containing the names of all persons who have been appointed or employed by such appointing or employing officer or board or who have received pay or rendered bills for services or labor rendered or performed during the calendar month next preceding the date of the filing of such petition. Said report shall be made under oath, shall be open to public inspection in the office of the auditor or auditing officer and shall contain the following information:—First, name of person appointed or employed, or rendering bill for services or labor; second, nature and brief description of the services or labor which such person has actually rendered or performed during said month; third, title of the office or employment of such person as stated in the payrolls of the department; fourth, the regular salary or wages of the appointee or employee; fifth, all other payments of any kind made to the appointee or employee during said month: *provided, however*, that such appointing or employing officer or board shall not be required to file more than one such report in any calendar month.

SECTION 2. The supreme judicial court by mandamus or other appropriate remedy in law or in equity, upon suit or petition of the board of civil service commissioners, may compel any such appointing or employing officer or board in any city, upon failure to make and file such report, to comply with the provisions of this act.

SECTION 3. Every appointing or employing officer, or in the case of a board every member thereof, who wilfully refuses or who neglects to comply with the provisions of this act shall be punished by a fine of not less than twenty-five nor more than one hundred dollars for each offence. [*Approved April 23, 1906.*]

[ACTS OF 1906, CHAPTER 465.]

AN ACT TO AUTHORIZE THE CIVIL SERVICE COMMISSIONERS
TO EMPLOY ADDITIONAL INSPECTORS.

Be it enacted, etc., as follows:

SECTION 1. The civil service commissioners may employ in their department two additional inspectors, one of whom shall be a pay roll inspector at a salary not exceeding twelve hundred dollars per annum, and the other shall be a physical inspector at a salary not exceeding fifteen hundred dollars per annum. The said inspectors shall also be paid their necessary travelling expenses incurred in the performance of their duties.

Civil service commissioners may employ additional inspectors.

SECTION 2. This act shall take effect upon its passage. [*Approved June 7, 1906.*]

[ACTS OF 1907, CHAPTER 245.]

AN ACT RELATIVE TO THE EXEMPTION FROM THE CIVIL SERVICE RULES OF THE EXPERTS AND INSPECTORS OF THE RAILROAD COMMISSIONERS.

Be it enacted, etc., as follows:

SECTION 1. The positions of experts and railroad and railway inspectors provided for in section one of chapter four hundred and sixty-three of the acts of the year nineteen hundred and six shall be exempt from classification by the

Certain appointees of the railroad commissioners to be exempt from civil service rules, etc.

civil service commission unless the said commission with the approval of the governor and council shall hereafter so classify the same under the authority given them by chapter nineteen of the Revised Laws and acts in amendment thereof and in addition thereto.

SECTION 2. This act shall take effect upon its passage.
[Approved March 25, 1907.]

[ACTS OF 1907, CHAPTER 292.]

AN ACT TO EXTEND THE PROVISIONS OF THE CIVIL SERVICE
ACT IN THE TOWN OF HYDE PARK.

Be it enacted, etc., as follows:

Provisions of
civil service
act in the town
of Hyde Park
extended, etc.
Accepted in
town meeting
held Jan. 2,
1908.

SECTION 1. The provisions of chapter nineteen of the Revised Laws entitled, "Of the Civil Service", and all acts in amendment thereof and in addition thereto, and the civil service rules established thereunder, are hereby extended and made applicable to the head of the police department in the town of Hyde Park.

When to take
effect.

SECTION 2. This act shall take effect upon its acceptance by a majority vote of the voters of said town present and voting thereon at a town meeting duly called for the purpose within three years after its passage.

SECTION 3. For the purpose of enabling the voters of said town to take action upon the acceptance of this act it shall take effect upon its passage. [Approved April 13, 1907.]

[ACTS OF 1907, CHAPTER 344.]

AN ACT TO ESTABLISH SALARIES FOR THE CIVIL SERVICE COM-
MISSIONERS.

Be it enacted, etc., as follows:

Civil service
commission,
appointment,
salaries, etc.

SECTION 1. Section one of chapter nineteen of the Revised Laws, as amended by chapter one hundred and fifty-nine of the acts of the year nineteen hundred and six, is hereby further amended by striking out all after the word "designate", in the ninth line, and inserting in place thereof the words:—The chairman of the commission shall receive an annual salary of fifteen hundred dollars and each of the

other commissioners an annual salary of twelve hundred dollars, together with the travelling expenses incurred in the performance of their official duties,—so as to read as follows:—*Section 1.* The governor shall annually, in May or June, with the advice and consent of the council, appoint a civil service commissioner for a term of three years from the first Monday of July following. All appointments shall be so made that not more than two commissioners shall at the time of any appointment be members of the same political party. The chairman of the commission shall at all times be such one of the three commissioners as the governor shall designate. The chairman of the commission shall receive an annual salary of fifteen hundred dollars and each of the other commissioners an annual salary of twelve hundred dollars, together with the travelling expenses incurred in the performance of their official duties.

SECTION 2. This act shall take effect upon its passage.
[Approved April 29, 1907.]

[ACTS OF 1907, CHAPTER 454.]

AN ACT TO ESTABLISH THE SALARY OF THE SECRETARY OF
THE CIVIL SERVICE COMMISSION.

Be it enacted, etc., as follows:

SECTION 1. The annual salary of the secretary of the civil service commission shall be three thousand dollars.

Secretary of
the civil ser-
vice commis-
sion, salary.

SECTION 2. So much of section two of chapter nineteen of the Revised Laws as is inconsistent herewith is hereby repealed.

Repeal.

SECTION 3. This act shall take effect upon its passage.
[Approved May 24, 1907.]

[ACTS OF 1907, CHAPTER 458.]

AN ACT RELATIVE TO THE RETIREMENT OF CERTAIN VETERANS
IN THE SERVICE OF THE COMMONWEALTH.

Be it enacted, etc., as follows:

SECTION 1. A veteran of the civil war in the service of the commonwealth, if incapacitated for active duty, shall be

Retirement of
certain vet-
erans of the
civil war.

retired from active service, with the consent of the governor, at one half the rate of compensation paid to him when in active service, to be paid out of the treasury of the commonwealth: *provided*, that no veteran shall be entitled to be retired under the provisions of this act unless he shall have been in the service of the commonwealth at least ten years. But if, in the opinion of the governor and council, any veteran of the civil war in said service is incapacitated to such a degree as to render his retirement necessary for the good of the service, he may so be retired at any time. A veteran retired under the provisions of this act, whose term of service was for a fixed number of years, shall be entitled to the benefits of the act without reappointment.

SECTION 2. This act shall take effect upon its passage.
[Approved May 28, 1907.]

[ACTS OF 1908, CHAPTER 210.]

AN ACT TO PROVIDE THAT ALL PAY-ROLLS, BILLS AND ACCOUNTS FOR SALARY OR COMPENSATION OF PERSONS IN THE SERVICE OR EMPLOYMENT OF THE CITY OF BOSTON SHALL BEAR THE CERTIFICATE OF THE CIVIL SERVICE COMMISSION.

Be it enacted, etc., as follows:

Pay-rolls, etc.,
to bear certificate of civil
service commission, etc.

SECTION 1. It shall be unlawful for the treasurer or other fiscal officer of the city of Boston to pay any salary or compensation to any person in the service or employment of the city unless the pay-roll, bill, or account for such salary or compensation shall bear the certificate of the civil service commission, or its authorized agent that the persons named in such pay-roll, bill or account, have been appointed, employed, transferred, or promoted in accordance with the civil service law and rules so far as the same are applicable, or in case of doubt, that the commission authorizes the payment of such salary or compensation for the time being.

To be made
under oath.

SECTION 2. Every such pay-roll, bill or account, before the certificate of the civil service commission or its authorized agent is affixed thereto, shall be sworn to by the head of the department, or by the person who is immediately responsible for the appointment, employment, promotion or transfer, of

the persons named therein, and shall contain the following information:—First, full name of each employee; second, title of his office, or specific nature of the labor that he was originally engaged to perform; third, kind of work in which he has actually been employed since the submission of the last previous pay-roll; fourth, salary, wages or other compensation; fifth, date or dates of employment; sixth, the civil service number of such employee if he has been employed after certification under the civil service law and rules.

To contain
certain in-
formation.

SECTION 3. Any person who is entitled to receive the certificate of the civil service commission to the treasurer as having been appointed, employed, transferred or promoted in accordance with the civil service law and rules, and who is refused such certificate, and any person who has so been certified and whose name has illegally been removed from a pay-roll by reason of suspension or discharge by any officer or board in charge of a department, may file a petition in the form of mandamus in the superior or supreme judicial court to compel the officer or board in charge of such department to reinstate such person, or to compel the civil service commission to issue such certificate.

SECTION 4. Each appointing, employing, or other officer, or in case of a board, each member thereof, who wilfully refuses or neglects to comply with the provisions of this act shall be punishable by a fine of not less than twenty-five nor more than one hundred dollars for each offense. [*Approved March 14, 1908.*]

Penalty.

[ACTS OF 1908, CHAPTER 375.]

AN ACT RELATIVE TO THE AGE LIMIT FOR APPOINTMENT AS A MEMBER OF THE INSPECTION DEPARTMENT OF THE DISTRICT POLICE.

Be it enacted, etc., as follows:

SECTION 1. A person who is not above the age of fifty years, if otherwise qualified, shall be eligible for appointment as an inspector of factories and public buildings, as a member of the inspection department of the district police.

Certain persons eligible as members of inspection department of the district police.

SECTION 2. This act shall take effect upon its passage. [*Approved April 8, 1908.*]

[ACTS OF 1909, CHAPTER 311.]

AN ACT TO PROVIDE FOR THE APPOINTMENT OF DEPUTY SUPERINTENDENTS OF THE POLICE DEPARTMENT OF THE CITY OF BOSTON.

*Be it enacted, etc., as follows:*1906, 291, § 13,
amended.Number of
patrolmen
limited.Salary of su-
perintendent.Deputy super-
intendents,
appointment,
etc.

Section thirteen of chapter two hundred and ninety-one of the acts of the year nineteen hundred and six is hereby amended by adding at the end thereof the words:— Deputy superintendents may be appointed from the police force from time to time by said police commissioner and they shall not be affected as to their selection or appointment by chapter nineteen of the Revised Laws or by acts in amendment thereof or by any rules established pursuant thereto, — so as to read as follows:— *Section 13.* Except as authorized by the mayor of said city said commissioner shall not appoint any greater number of patrolmen than the present board of police of the said city is now authorized to appoint, nor shall the pay of the members of the police force other than said police commissioner and superintendent of police be increased or diminished, except by the concurrent action of said mayor and said police commissioner. The police commissioner may, without such concurrent action, fix the salary of the superintendent of police, which shall not exceed five thousand dollars per annum. Deputy superintendents may be appointed from the police force from time to time by said police commissioner and they shall not be affected as to their selection or appointment by chapter nineteen of the Revised Laws or by acts in amendment thereof or by any rules established pursuant thereto. [Approved April 17, 1909.]

[ACTS OF 1909, CHAPTER 382.]

AN ACT TO INCLUDE SEALERS AND INSPECTORS OF WEIGHTS AND MEASURES IN CITIES AND IN CERTAIN TOWNS WITHIN THE CLASSIFIED CIVIL SERVICE.

*Be it enacted, etc., as follows:*Sealers and
inspectors of
weights and
measures to

SECTION 1. The civil service commissioners may prepare rules, which shall take effect when approved by the governor

and council in the manner provided by law, for including within the classified civil service all principal or assistant sealers of weights and measures holding office by appointment under any city or any town of over ten thousand inhabitants, whether such officers are heads of principal departments or not, and also for including within the said service the inspectors of weights and measures of the commonwealth.

be included within the classified civil service.

SECTION 2. All acts and parts of acts inconsistent herewith are hereby repealed. Repeal.

SECTION 3. This act shall take effect upon its passage.
[Approved May 13, 1909.]

[ACTS OF 1909, CHAPTER 486.]

THE EXECUTIVE DEPARTMENT.

SECTION 9. All heads of departments and members of municipal boards, including the board of street commissioners, as their present terms of office expire (but excluding the school committee and those officials by law appointed by the governor), shall be appointed by the mayor without confirmation by the city council. They shall be recognized experts in such work as may devolve upon the incumbents of said offices, or persons specially fitted by education, training or experience to perform the same, and (except the election commissioners, who shall remain subject to the provisions of existing laws) shall be appointed without regard to party affiliation or to residence at the time of appointment except as hereinafter provided.

Executive department, appointment of members of, etc.

SECTION 10. In making such appointments the mayor shall sign a certificate in the following form:—

Certificate of appointment.

CERTIFICATE OF APPOINTMENT.

I appoint (Name of Appointee) to the position of (Name of Office) and I certify that in my opinion he is a recognized expert in the work which will devolve upon him, and that I make the appointment solely in the interest of the city.

Mayor.

Or in the following form, as the case may be:—

CERTIFICATE OF APPOINTMENT.

I appoint (Name of Appointee) to the position of (Name of Office) and I certify that in my opinion he is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interest of the city.

Mayor.

Copy of certificate to be filed with the civil service commission, etc.

The certificate shall be filed with the city clerk, who shall thereupon forward a certified copy to the civil service commission. The commission shall immediately make a careful inquiry into the qualifications of the *nominee under such rules as they may, with the consent of the governor and council, establish*, and, if they conclude that he is a competent person with the requisite qualifications, they shall file with the city clerk a certificate signed by at least a majority of the commission that they have made a careful inquiry into the qualifications of the appointee, and that in their opinion he is a recognized expert, or that he is qualified by education, training or experience for said office, as the case may be, and that they approve the appointment. Upon the filing of this certificate the appointment shall become operative, subject however to all provisions of law or ordinance in regard to acceptance of office, oath of office, and the filing of bonds. If the commission does not within thirty days after the receipt of such notice file said certificate with the city clerk the appointment shall be void.

Expenses, etc., of civil service commission.

SECTION 11. The civil service commission is authorized to incur in carrying out the foregoing provisions such reasonable expense as may be approved by the governor and council; the same to be paid by the commonwealth, which upon demand shall be reimbursed by the city of Boston.

Vacancy in office.

SECTION 12. A vacancy in any office to which the provisions of section nine of this act apply, shall be filled by the mayor under the provisions of said section and pending a permanent appointment he shall designate some other head of a department or member of a board to discharge the duties of the office temporarily.

SECTION 63. Sections one to fourteen both inclusive and sections twenty-seven, twenty-eight and thirty-one of this act shall take effect on the first Monday of February in the year nineteen hundred and ten, excepting that so much of section one as is included in the first two sentences thereof, to and including the word "respectively", shall take effect upon the passage of this act; sections sixteen and twenty-three of this act shall take effect thirty days after the passage of the same; section thirty shall take effect ninety days after the passage of this act; and sections fifteen, seventeen to twenty-two, both inclusive, twenty-four to twenty-six, both inclusive, twenty-nine, thirty-two to thirty-six, both inclusive, forty-four, and sixty-two shall take effect upon the passage of this act. [*Approved June 11, 1909.*]

When to take effect.

[ACTS OF 1909, CHAPTER 536.]

SECTION 7. Inspectors of plumbing now holding office and in receipt of an annual salary shall be deemed to have been appointed under the rules of the civil service commission relative to classification, and such inspectors may perform such other inspection service as may be required by the board of health or by the inspector of buildings having control of the enforcement of regulations relative to plumbing. All inspectors hereafter appointed to like positions shall be certified from the classified lists of the civil service commission.

Inspectors of plumbing now in office.

SECTION 8. Cities and towns that have continued to operate under the provisions of chapter four hundred and seventy-seven of the acts of the year eighteen hundred and ninety-three or of acts in amendment thereof, shall be deemed to have accepted the provisions of chapter one hundred and three of the Revised Laws.

Certain cities and towns to be deemed to have accepted certain provisions of law, etc.

CIVIL SERVICE RULES.

In accordance with the provisions of chapter 19 of the Revised Laws of Massachusetts, and acts in amendment thereof, the following rules have been prepared for the selection of persons to fill appointive positions in the government of the Commonwealth and of the several cities thereof and certain towns thereof, and for the selection of persons to be employed as laborers or otherwise in the service of said several cities and towns; and all rules and parts of rules heretofore prepared and approved, and inconsistent herewith, are hereby rescinded.

RULE 1.

Word "city" or "cities" defined.

1. The word "city" or "cities," as used in these rules and in all application blanks and other papers prepared hereunder shall be construed to include and apply to every city or town in the Commonwealth to which such rules shall be applicable.

Term "appointing officer" defined.

2. The term "appointing officer," in these rules, shall mean and include any and all persons and boards having the power of appointment.

Word "veteran" defined.

3. The word "veteran," in these rules, is used in the sense defined by law.*

4. Persons paid by any city shall be deemed to be "in the service of the city" within the meaning of these rules.

RULE 2.

Appointments and removals, responsibility for.

1. The power existing by law, on the part of any appointing officer, to remove or reduce, within the classified service, is not impaired by anything contained in these rules.

RULE 3.

Regulations for carrying out rules.

1. The Commission shall make and issue, from time to time, as the needs of the service require, such regulations as may be neces-

* See section 20, chapter 19, Revised Laws.

sary for conducting the business of its office, for the instruction of its secretary, chief examiner, registrar of labor and other employees, and for carrying out the provisions of these rules.

RULE 4.

1. For the purpose of making examinations of applicants, the Commission may designate persons to be examiners, and may at any time substitute another person in place of any one so designated.

Commission to designate examiners.

2. Whenever the special qualifications required for a position are such that assistance from experts in conducting an examination is advisable, such experts may be designated to aid the Commission.

Experts to aid examiners in certain cases.

RULE 5.

1. In order that suitable provision may be made for conducting examinations in the several cities, the Commission will, from time to time, apply to the proper authorities thereof for temporary quarters and for clerical assistance in receiving and filing applications for appointment in the local service.

Commission to apply to local authorities for temporary quarters, etc.

CLASSIFICATION OF THE SERVICE.

RULE 6.

1. The offices and places to be filled under these rules shall be classified in two divisions: the first to be known as "The Official Service" of the Commonwealth and the several cities thereof, the second as "The Labor Service."

Classification, two divisions.

FIRST DIVISION.—THE OFFICIAL SERVICE.

RULE 7.

1. All persons performing duties or rendering service in any of the following positions and classes of positions, or performing duties or rendering service similar, in the opinion of the Commission, to that of any of the following positions and classes of positions, under whatever designation, whether such service is permanent or temporary, and whether the same is paid by time for work done, by the piece, or in any other manner, shall be subject

First Division, Official Service.

to the Civil Service Law and Rules, and the selection of persons to fill such appointive positions in the government of the Commonwealth and of the several cities thereof shall be subject to the Civil Service Law and Rules.

Superintendents.

Class 1. Superintendents, assistant and deputy superintendents, deputies, executive officers, and persons other than the chief superintendent of departments, performing any of the duties of a superintendent in the service of any city.

Chief clerks, etc.

Class 2. Chief clerks and secretaries.

Clerks, etc.

Class 3. Clerks, copyists, private secretaries, recorders, messengers, office boys and persons doing similar work in the service of the Commonwealth or of any city thereof; *provided, however,* that the messengers of the Governor, and one messenger of the mayor of any city, are excepted herefrom.

Grade A. Persons whose annual compensation is at the rate of eight hundred dollars or less.

Grade B. Persons whose annual compensation is at the rate of more than eight hundred dollars.

Cashiers, etc.

Class 4. Cashiers, paymasters, treasurers, accountants, auditors, examiners of accounts, bookkeepers and persons doing similar work in the service of the Commonwealth and of any city thereof.

Grade A. Persons whose annual compensation is at the rate of eight hundred dollars or less.

Grade B. Persons whose annual compensation is at the rate of more than eight hundred dollars.

Storekeepers, etc.

Class 5. Storekeepers, stock keepers, collectors, weighers, tallymen, and persons doing similar work, whose duties may be in part clerical, in the service of the Commonwealth or of any city thereof.

Sealers of weights and measures. See amendment, p. 139. Visitors, etc.

Class 6. Sealers and deputy sealers of weights and measures, and gaugers in the service of the Commonwealth or of any city thereof.

Class 7. Visitors, settlement clerks, almoners, interpreters and persons doing similar work in the service of the Commonwealth or of any city thereof.

Agents.

Class 8. Claim agents, purchasing agents, and other agents whose duties may be in part clerical in the service of the Commonwealth or of any city thereof.

- Class 9. Stenographers and typewriters and telegraphers in the service of the Commonwealth or of any city thereof. Stenographers.
- Class 10. Proof readers and persons doing similar work in the service of the Commonwealth or of any city thereof. Proof readers, etc.
- Class 11. Inspectors other than inspectors of work, and persons doing similar work, excepting railroad inspectors,* in the service of the Commonwealth or of any city thereof. Inspectors.
- Class 12. Instructors and teachers, [excepting instructors and teachers in the public schools, and in the charitable, reformatory and criminal institutions] in the service of the Commonwealth or of any city thereof. Instructors, etc.
- Class 13. a. The detective force of the District Police, and all persons employed on detective or inspector's work on the District Police. District Police.
 b. The boiler inspector's force of the District Police.
 c. All other inspectors of the District Police.
- Class 14. The regular and reserve police forces in the city of Boston. Boston police.
- Class 15. a. The regular and reserve police forces, and all persons doing permanent police duty in and for and paid by any city except the city of Boston. Police, except Boston.
 b. The special, or substitute police forces of and all persons doing temporary police duty in and for and paid by any city except the city of Boston.
- Class 16. Metropolitan park police in the service of the Commonwealth. Metropolitan park police.
- Class 17. Watchmen, gatemen and guards in the public parks and ferries; turnkeys, watchmen, drivers of prison wagons, and all other persons doing police duty in the parks, public grounds, prisons, houses of detention, reformatories and in all other public institutions, places and departments in the service of the Commonwealth and of any city thereof, not otherwise included under these rules. Watchmen, etc.
- Class 18. Constables in the service of any city, receiving pay other than the statutory fees. Constables, etc.
- Class 19. Truant officers in the service of any city. Truant officers.
- Class 20. All members of the fire department in the city of Boston, except call substitutes. Fire service, Boston.
- Class 21. All regular and call members of the fire department of any city except Boston. Fire service, other cities.

* See chapter 245, Acts of 1907.

- Foremen and inspectors. Class 22. Foremen of laborers, inspectors of work, and all persons doing similar work in the service of the Commonwealth or any city thereof, and not otherwise included under these rules.
- Sub-foremen. Class 23. Sub-foremen of laborers, and all persons doing similar work in the service of the Commonwealth or any city thereof.
- Janitors, etc. Class 24. Janitors, engineers and persons having charge of school or other public buildings, or of the heating apparatus thereof, in the service of any city.
- Draw-tenders, etc. Class 25. Engineers, assistant engineers, draw-tenders, and assistant draw-tenders employed on bridges in the service of any city.
- Engineers. Class 26. Engineers in the service of any city employed in positions where by law they are required to hold first or second class licenses.
- Civil engineers, etc. Class 27. Civil engineers, surveyors, draughtsmen, transitmen, levellers, chainmen, rodmen, and all assistants, except laborers, in the service of the Commonwealth or of any city thereof.
- Grade A. Rodmen, chainmen and all assistants, except draughtsmen, whose maximum pay does not exceed the rate of eight hundred dollars per annum.
- Grade B. Instrumentmen, transitmen, levellers and all assistants, except those covered by grades A, E, and F, and whose maximum pay does not exceed the rate of eleven hundred dollars per annum.
- Grade C. Junior grade engineers and surveyors in responsible charge of work or in charge of designing, and all assistants whose maximum pay does not exceed the rate of sixteen hundred dollars per annum.
- Grade D. Senior grade engineers, surveyors and all assistants whose pay exceeds the rate of sixteen hundred dollars per annum.
- Grade E. Junior grade draughtsmen and all assistants whose rate of pay does not exceed eight hundred dollars per annum.
- Grade F. Senior grade draughtsmen and all assistants whose pay is at the rate of over eight hundred dollars and does not exceed thirteen hundred dollars per annum.
- Architects. Class 28. Architects and architectural draughtsmen, and all assistants, except laborers and mechanics, in the service of the Commonwealth or any city thereof.

Class 29. Electricians, electrical engineers, and all assistants, except laborers, in the service of the Commonwealth or any city thereof. Electricians.

Class 30. Pilots and mates in the service of any city. Pilots and mates.

QUALIFICATIONS.

RULE 8.

1. An applicant for appointment to any position to which these rules apply must be a citizen of the United States, who has resided in the Commonwealth for one year next preceding the date of his application; and if the application is for appointment to a position in the service of a city, the applicant must also have resided in the city in which he seeks service for six months next preceding the date of his application; but the Commission may waive these restrictions in any case when in its opinion the needs of the public service may so require. Residence of applicants.

RULE 9.

1. No application for appointment will be received from any vendor of intoxicating liquors or any person habitually using intoxicating liquors to excess; or from any person who, within the year preceding his application, has been convicted of any crime against the laws of this Commonwealth; and the name of any such person may be removed from any eligible list. Disqualifications for appointment.

RULE 10.

1. A good moral character is an essential qualification, and is of paramount importance in determining an applicant's right to admission to the eligible list. Moral character.

2. The burden of proof of good character shall in all cases be upon the applicant, who may be required by the Commission to furnish evidence thereof additional to the certificates required in his application. Burden of proof.

3. The Commission may cancel an application, or may suspend the same pending further investigation, or may exclude an applicant from examination, refuse to certify an eligible, or remove his name from any eligible list, upon proof of the existence of any of the following conditions: — Applications may be cancelled.

- a. Dismissal of the applicant or eligible from the public service for good cause, or his resignation pending charges.
- b. Criminal, infamous, dishonest, immoral or notoriously disgraceful or dissolute conduct.
- c. Failure to prove good character, as required under this rule.

Applicant
entitled to a
hearing.

4. No action shall be taken by the Commission under this rule without first giving the person affected an opportunity to be heard. Upon a finding of the Commission, a record thereof shall be made, containing a statement of the grounds of its action.

RULE 11.

Requirements.
See chapter
413, Acts of
1902.

1. There shall be the following requirements of age, height and weight:—

District Police.

Class 13. a. Applicants for the position of detective must be not less than twenty-five nor over forty years of age at the time of filing the application, and measure not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds.

b. Applicants for the position of boiler inspector must be not less than twenty-five and not over forty-five years of age at the time of filing the application.*
[There is no requirement as to height or weight.]

c. Applicants for all other positions of inspector of the District Police must be not less than twenty-five nor over fifty years of age at the time of filing the application,† and must measure not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds; *provided, however*, that the limitation as to age shall not apply to veterans.

Police Service.

Class 14. Applicants for police service in Boston must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds.

* See chapters 451 and 465, section 24, Acts of 1907.

† See chapter 375, Acts of 1908.

Class 15. Applicants for police service in cities other than Boston must be not less than twenty-two nor over forty years of age at the time of filing the application; *provided, however*, that this limitation shall not apply to veterans. In all cases in this class applicants must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds.

Metropolitan Park Police.

Class 16. Applicants for metropolitan park police service must be not less than twenty-five nor over forty years of age at the time of filing the application, and must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds; *provided, however*, that the limitation as to age shall not apply to veterans. See amendment, p. 139.

Prison Service.

Class 17. Applicants for appointment as officers in the State Prison,* Massachusetts Reformatory, and Prison Camp and Hospital must be not less than twenty-five and not over forty years of age at the time of filing the application, and must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds; *provided, however*, that the limitation as to age shall not apply to veterans seeking appointment as officers in the Massachusetts Reformatory and Prison Camp and Hospital.

Truant Officers.

Class 19. Applicants for appointment as truant officers in the service of any city must be not less than thirty, and in the city of Boston not over forty-five, years of age at the time of filing the application.

Fire Service.

Class 20. Applicants for fire service in Boston shall be not less than twenty-two nor over thirty years of age at the time of making application; *provided, however*, that applicants for appointment in the call force of the fire department of Boston, who are serving as call substitutes in said department, may, for the purpose of making themselves

* See section 3, chapter 223, Revised Laws.

eligible under the rules for examination, deduct from their actual age any time not exceeding five years during which they have served in such capacity; and *provided, further*, that applications for appointment to the force may be made by persons serving in the call force who are under forty years of age.

Class 21. Applicants for appointment in the fire forces of cities other than Boston shall be not under twenty-two nor over thirty-five years of age at the time of making application. A call man serving in the fire department, however, in making application for the permanent force may deduct from his actual age any time not exceeding ten years during which he has continuously served in such capacity immediately prior to date of application. He may also deduct from his actual age one year for each period of two years during which he shall have continuously served as substitute call man immediately prior to his service as call man; *provided*, that he shall furnish such certificate from the head or heads of the fire department regarding his service as substitute call man as the commissioners shall require. In no case, however, shall a call man deduct a time exceeding ten years. A substitute call man serving in the fire department in making application for the call or for the permanent force may deduct from his actual age one year for each period of two years during which he shall have continuously served in such capacity immediately prior to date of application; *provided*, that he shall furnish such certificate from the head or heads of the fire department regarding his service as substitute call man as the commissioners shall require. In no case shall a substitute call man deduct a time exceeding five years.

Age, weight
and height.

2. The Commission may fix an age, weight or height limit, or any special qualification in any class; *provided, however*, that except as hereinbefore prescribed, or authorized by law, no age limit shall be fixed so as to exclude a veteran.

APPLICATION.

RULE 12.

Applications,
how made.

1. Applications for positions in the First Division (Official Service) or in the Second Division (Labor Service) shall be on blank forms prescribed by the Commission, and shall contain

under oath the information required by law; a statement whether the applicant habitually uses intoxicating liquors to excess; or is a vendor of intoxicating liquors; or has within one year been convicted of any crime against the laws of the Commonwealth; or, if an applicant for the Official Service, whether he has ever been convicted of any crime; and such other information as the Commission may require.

2. Every applicant for a position in the First Division shall also file such certificates containing such information as to good moral character, health, and physical and mental capacity for doing the public work, as the Commission shall require. Must be supported by certificates.

3. Every applicant claiming preference as a veteran shall produce satisfactory evidence of the fact. Veterans.

4. Applications for appointment to positions in the First Division may be made at any time; if for the service of the Commonwealth or of the city of Boston they shall be filed in the office of the Commission in Boston; for the service of a city other than Boston applications shall be filed with the secretary of the local board of examiners in such city, or at such other place as the Commission shall designate. Applications, when made.

RULE 13.

1. Any person possessing the required qualifications who has taken an examination may make new application for the same service at any time, and his status shall be determined by the result of the last examination taken. New application.

RULE 14.

1. Defective applications will be returned to applicants with a notice to amend the same. Defective applications returned.

2. Whenever it appears to the Commission, from the application or from the record of a previous physical examination or otherwise, and whether before or after acceptance of the application, that the applicant is not qualified, physically or otherwise, under the rules and regulations, the application will be rejected, or cancelled, or the name of the applicant will be stricken from the eligible list, and the applicant notified of the reason therefor. Physical or other disqualifications.

RULE 15.

Reception of applications and notice to applicants.

1. The date of the acceptance of each application shall be endorsed thereon, and the application recorded; and if the applicants for admission to any class are in excess of the number that can be examined at a single examination, the Commission may restrict the examination to the number deemed by it practicable, and applicants will be notified to appear in the order in which their applications have been received; *provided, however*, that veterans shall have precedence in such notification.

Applications, when they expire.

2. Applications shall expire at the end of two years from date of reception, unless the time shall be extended by vote of the Commission; but failure by the applicant to appear within such two-year period at any examination when notified shall cancel his application, unless otherwise ordered by the Commission.

FRAUD.

RULE 16.

Effect of false statements.

1. Every false statement knowingly made by any person in his application for examination or for labor registration, and every connivance by him at any false statement made in any certificate which may accompany his application, or the commission of or attempt to commit any fraud under civil service laws or rules or regulations, or any complicity by him in any such fraud, before, during, or after any examination, shall be sufficient cause for excluding an applicant from examination, refusing to certify an eligible or removing his name from any eligible list, or for his removal or discharge after appointment.

EXAMINATION.

RULE 17.

Examinations, character, notice of.

1. All examinations shall be absolutely impartial, practical in their character, and with paramount regard to matters which will fairly test the relative capacity and fitness of the persons examined for the service which they seek to enter.

Political or religious opinions not to influence appointments.

2. No question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to an office, or for employment within the scope of these rules, shall be in any manner affected or influenced by such opinions or affiliations.

3. The examinations shall be held at such times and places as the Commission may designate. Time and place of examination.

4. Each person examined shall be notified of the result of his examination. Notice of result.

RULE 18.

1. The subjects of examination may be designated from time to time by the Commission, and shall be such as the needs of the service require, and such as tend to test the qualifications of the applicant for the office sought; and for this purpose the Commission may subdivide any of the classes established under the rules. Subjects of examination designated.

2. Proficiency in any subject shall be credited in grading the standing of the person examined, in proportion to the value of a knowledge of such subject in the position for which the applicant seeks to be examined. How graded.

3. No one shall be entitled to be certified for appointment whose standing upon a just grading on the subjects of the examination shall be less than the per centum of proficiency from time to time fixed by the Commission. Per centum of proficiency fixed by Commission.

4. The Commission may also order examinations upon other subjects of a technical or special character, to test the capacity which may be needed in any part of the classified service which requires peculiar information or skill. Examinations where special skill is required.

RULE 19.

1. Where, in the opinion of the Commission, physical qualifications are necessary, or desirable to test the fitness of applicants in any class, or the special fitness of applicants for any particular position, it will provide for examinations to determine them. Physical examinations.

2. The examinations to test the physical qualifications of applicants shall be made by the Physical Inspector, or by such other physician as the Commission shall determine; and the results of such examination shall be certified on blanks furnished by the Commission. By whom made.

3. Any applicant who shall have passed an examination, either educational or physical, may before certification be required to undergo such further physical examination as the Commission may from time to time prescribe, adapted to ascertain his fitness for the position to be filled. Additional physical examination.

ELIGIBLE LIST.

RULE 20.

When examined, applicants shall be graded.

1. Persons examined shall be marked and graded, and shall have their grade entered upon an eligible list. Separate eligible lists may be kept of those seeking to enter any part of the service in which special qualifications are required.

Veterans eligible without examination. Amendment. Feb. 15, 1897.

2. Every veteran applying for appointment without examination, who shall have furnished satisfactory evidence that he possesses the qualifications claimed in his application, shall have his name entered upon an eligible list without examination.

Eligible two years.

3. No person shall remain eligible for more than two years upon any eligible list unless the Commission shall by vote continue the eligibility beyond said period.

Amendment. Feb. 1, 1900.

4. When a person has been regularly certified and appointed under the rules, and then suspended from employment, he may at any time within one year of such suspension, if within two years of the time his name was placed upon the eligible list, have his name restored to such list, to the same effect as though not certified.

REQUISITION AND CERTIFICATION.

RULE 21.

Requisition.

1. Whenever there is a vacancy to be filled in the classified service, the appointing officer shall make requisition upon the Commission for the names of eligible persons.

RULE 22.

Certification of eligible persons.

1. Whenever any appointing officer shall make requisition not expressly calling for women, the Commission shall certify from such list as it shall deem suitable only the names of all veterans who have passed the examination for the position sought, in the order of the respective standing of such veterans upon the eligible list, and the position, if filled, must be filled by the appointment and employment of some veteran so certified, and in case there is no such veteran upon the list, then the Commission shall certify, from such list as it shall deem suitable, the names of the three persons most eligible. If in any requisition a request shall be made for the certification of persons possessing a special qualification or experience, the Commission may in its discretion in-

clude in the list of names certified the name of one or more persons possessing such special qualification or experience.

2. Whenever any appointing officer shall in the requisition so request, the names of any or all eligible veterans shall be certified, and any of the veterans so certified may be appointed and employed in the office or position sought. Certification of veterans.

3. Unless an appointing officer shall, within four weeks of any certification of names to him by the Commission, make and notify the Commission of an appointment from the names certified, the certification shall become void, unless said period of four weeks is extended by vote of the Commission. When certification becomes void.

4. Appointing officers shall in the requisition certify the amount or rate of pay or salary to be given, and, if requested by the Commission, the exact nature of the duties to be performed. Pay and duties stated.

RULE 23.

1. Certifications to fill vacancies in any position in Class 21 shall be subject to the following provisions: — Certification of firemen.

- a. Whenever any appointing officer shall make a requisition to fill a vacancy in the position of call man, and a request is made for the certification of persons having had experience as substitute call men, the Commission shall, so far as practicable, include in the names certified the name of at least one person for each vacancy having had such experience as substitute call man; *provided*, that said substitute call man shall furnish such certificate from the head or heads of the fire department regarding his service as the Commission may require.
- b. If in any requisition for a call man a request is made for the certification of applicants from a stated locality in the city, the Commission shall, so far as practicable, include in the names certified the name of at least one person for each vacancy from such locality.
- c. Whenever any appointing officer shall make a requisition to fill a vacancy in the position of permanent fireman, and a request is made for the certification of persons having had experience as call men, the Commission shall, so far as practicable, include in the names certified the name of at least one person for each vacancy having had such experience as call man (provided such experience shall have been for the period of at least one year).

- d. If in any requisition for a permanent fireman a request is made for the certification of persons having had experience as drivers or engineers, the Commission shall, so far as practicable, include in the names certified the name of at least one person for each vacancy who appears to have had such experience.

RULE 24.

No person to be certified more than three separate times, except, etc.

Certification, method of.

1. No person on any register shall be certified more than three separate times for the same position, except upon the request in writing of the appointing officer or by vote of the Commission.

2. On any requisition to fill a vacancy or vacancies, certification shall be made as follows:—

For 1 vacancy,	3 names.	For 11 vacancies,	19 names.
2 vacancies,	4 "	12 "	20 "
3 "	5 "	13 "	23 "
4 "	8 "	14 "	24 "
5 "	9 "	15 "	25 "
6 "	10 "	16 "	28 "
7 "	13 "	17 "	29 "
8 "	14 "	18 "	30 "
9 "	15 "	19 "	33 "
10 "	18 "	20 "	34 "

for each multiple of three vacancies, the same multiple of five names; for one vacancy over a multiple of three, three names additional to those prescribed for such multiple; for two vacancies over a multiple of three, four names in addition to those prescribed for such multiple; *provided, however*, that veterans shall be certified as hereinbefore provided.

Appointments from list certified.

3. Whenever an appointing officer, who shall have made a requisition to fill a certain number of vacancies, shall appoint a smaller number than that of the vacancies named by him, he shall not make the selection from the whole number certified to him, but only from that number of names standing highest upon said list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

RULE 25.

Sex.

1. If any law, regulation or requisition, or if, in the opinion of the Commission, the nature of the duties to be performed, shall call for persons of one sex, those of that sex shall be certified.

RULE 26.

1. Upon proof satisfactory to the Commission of the advisability of so doing, it may certify an additional name or names. Certification of additional names.

APPOINTMENT.

RULE 27.

1. No person shall be appointed to or employed in a position in the Official Service or in the Labor Service except in the manner provided in these rules. Appointment.

2. No appointing officer shall fill a vacancy in such a position except by the appointment or employment of a person from the list certified under these rules, or in such other manner as the Commission may authorize under the rules.

3. No person shall be regarded as appointed within the requirement of these rules unless he accepts the position, and is actually employed.

RULE 28.

1. Every original appointment and employment for permanent service in the First Division shall be for the probationary period of six months; at the end of which time the probationer shall be regarded as holding office or employment under the Civil Service Law and Rules, unless the appointing officer at or before the expiration of said period discharges the person appointed and notifies the Commission to that effect. Original appointments shall be for a probationary period.

2. If during the period of probation there shall be any increase of pay or any change of duties of the probationer, the Commission may cancel and declare void the certification under which the appointment was made, and thereupon the employment shall cease. Increase of pay or change of duties.

RULE 29.

1. In the selection from the persons whose names are certified by the Commission, the appointing officer, if he so desires, will be allowed to examine the applications, the certificates and examination papers of the persons certified; and, in the exercise of his responsible power of selection, he may summon personally before him the certified persons for such inquiries as he may deem proper. Appointing officer to be furnished with examination papers, etc.

NON-COMPETITIVE APPOINTMENT.

RULE 30.

Non-competitive examination.

1. If there is no suitable eligible list, or if the Commission is unable to comply with a requisition, it may authorize the appointing officer to select a suitable person, who shall be subjected to a non-competitive examination, and, if found qualified, shall be certified for appointment.

No re-examination within six months.

2. No person who shall have failed to pass a non-competitive examination held under these rules, or held under the provisions of any special statute, will be given another non-competitive examination for the same position within six months.

PROVISIONAL APPOINTMENT.

RULE 31.

Provisional appointment.

1. Instead of authorizing an appointment on non-competitive examination, the Commission may in its discretion authorize the appointing officer to make a provisional appointment, subject to such conditions and qualifications as the Commission shall deem suitable.

When it shall terminate.

2. A provisional appointment shall terminate in any event upon the establishment by open competitive examination of a suitable eligible list; but the Commission may in its discretion fix the termination of such appointment at a date prior to such time. If after an open competitive examination a suitable eligible list shall fail to be established, or if the termination of a provisional appointment shall occur prior to the holding of such open competitive examination, the Commission in its discretion may authorize the appointing officer to make a provisional appointment permanent, first, if it shall so decide, requiring the appointee to pass a non-competitive examination for the position, if he shall not already have passed such examination.

Conditions shall not change.

3. All provisional appointments authorized under this rule shall be subject to the condition that the nature of the employment of the appointee shall not be changed either by increase of pay, or change of duties, or otherwise; and in case of such increase or change, a provisional appointment shall at once terminate.

4. In no case will a provisional appointment be authorized of any person who shall have taken an examination for the position within six months, and failed to pass. When an applicant has failed.

5. No person holding a position exempted from civil service classification shall be appointed to a position within the classification except in accordance with the Civil Service Law and Rules; *provided, however*, that if the pay attached to the classified position is nominal and the duties incidental to those of the unclassified, in the opinion of the Commission, the Commission may treat such appointment as provisional, and allow the employment to continue while the pay and the duties thereof remain unchanged and while such person is holding the unclassified position. When a person holds exempted position, etc.

RULE 32.

1. Every appointing officer shall give notice in writing forthwith to the Commission of the name, salary and place of residence of any person appointed and employed in a position, and of the transfer, promotion, resignation, removal, change in the duties, increase of pay, discharge, suspension, leave of absence or death of any person serving under him, with the date thereof. Commission to be notified of persons selected, etc.

REAPPOINTMENT.

RULE 33.

1. No examination shall be required upon a reappointment of any person to the same office immediately upon the expiration of his term of office. Reappointment, no examination for. Amendment. Feb. 15, 1897.

2. Any person appointed to and employed, in accordance with the civil service rules, in any position in the First Division, Official Service, who shall be found or certified to the Commission by the proper authorities to have been dismissed or separated therefrom without fault or delinquency on his part, may be reinstated, with the consent of the Commission, without further examination, in the same part or grade of such service, within six months next following such dismissal or separation. Reinstatement of persons dismissed.

3. Any person suspended or given leave of absence from office or employment shall, at the end of one year from date of such suspension or leave of absence, be held to be discharged from the service, unless, after hearing and for cause shown, the Commission shall otherwise decide. Suspension.

4. Any person appointed to an unclassified position while holding a classified position may, with the consent of the Commission, within six months after ceasing to hold the unclassified position, be reappointed without further examination to a position in the same class in which he previously served.

TEMPORARY APPOINTMENT.

RULE 34.

Temporary
service.

1. No person shall be appointed to or employed in temporary service, whether the same is paid by time for work done, by the piece, or in any other manner, except after requisition and certification, or authority by the Commission, as prescribed by these rules.

For more than
six months.

2. No person shall be certified for temporary employment for a period of more than six months; but at the expiration of such period upon receipt of a new requisition the Commission may order a renewal certification for a like period, and similarly renew the same from time to time.

Temporary
appointments
by boards of
assessors, etc.

3. A person certified for temporary employment to boards of assessors, or other departments in which temporary employment is regularly recurrent at stated periods, may within one year from the cessation of such employment be again employed in such position, provided that the appointing officer shall have stated in his original requisition that the appointment is to be made for such regularly recurrent temporary employment.

When em-
ployed twenty-
four months or
more.

4. If under such certification for temporary employment, or under such renewal certifications, any person shall have been actually employed for twenty-four months in the position to which he was certified, the Commission may in its discretion authorize the appointing officer to make such employment permanent.

Substitutes,
specials and
supernumer-
aries.

5. No person serving temporarily, or as a substitute, special or supernumerary official, under whatever designation, in any position in the Official Service, shall be appointed to any permanent position without requisition and due certification.

EMERGENCY APPOINTMENT.

RULE 35.

1. In case of an emergency, which could not have been foreseen, Emergency. and where the public business would suffer from delay in filling the position in the manner provided in these rules, the appointing officer may make an emergency employment without requisition; but in no case shall such emergency employment continue for more than ten days, and in every such case he shall report the same to the Commission forthwith, stating the reason therefor, in such form and detail as the Commission may prescribe, and the time not exceeding ten days for which such employment is to last. No re-employment or further employment shall be allowed at the end of such period, except by consent of the Commission.

POLICE APPOINTMENTS.

RULE 36.

1. Where a reserve police force has been established by law in Reserve police. any city, any appointment to the permanent force shall be made from those persons who have served at least six months upon the reserve force, and if there are no such persons, appointments may be made either from the reserve force or from the eligible list. No further examination or certification shall be required in cases of appointment from the reserve to the permanent force.

TRANSFER.

RULE 37.

1. Any person duly certified and actually employed for at least Transfer. one year (including the time of probationary service) in any classified position may, after written application to the Commission by the respective appointing officers and upon consent of the Commission, be transferred to a similar position in the same or another department, office or institution without examination, or to a different position in the same or another department, office or institution upon non-competitive examination; *provided*, that in any event the person so to be transferred shall at the time of transfer possess the qualifications required for an original appointment for the new position.

When certified
for temporary
employment.

2. No person who was, or is, certified for temporary employment shall be eligible for transfer to a permanent position unless he shall have been actually employed in such position for twenty-four months, and shall comply with the provisions of the preceding section.

PROMOTION.

RULE 38.

Promotion.

1. Promotions, within the several classes of the First Division, Official Service, except as hereinafter provided, shall, so far as practicable, be made by successive grades, and by and after competitive or non-competitive examination, as the Commission may determine, except as otherwise required by law; *provided, however,* that no person shall be promoted who has not served at least one year in the lower position, including the probationary term.

Fire service.
Amendment.
Nov. 15, 1906.

2. No promotion or transfer from the call to the permanent fire force shall be allowed except after open competitive examination with all applicants for said force. No examinations shall be required for promotion of call men within the call force.

Police service.

3. No special or substitute police officer, or person doing temporary police duty, under whatever designation, other than a member of the reserve police force established by law, shall be promoted to the regular or permanent force, or assigned to permanent duty, except after open competitive examination with all applicants for said force.

Veterans preferred in promotion.
Amendment.
Sept. 1, 1900.

4. In all cases of promotion under this rule, any veteran in the grade from which the promotion is to be made shall be entitled to apply for examination, and upon passing the examination shall be preferred in such promotion.

Failure in non-competitive examination.

5. No person who shall have failed to pass a non-competitive examination for promotion will be given another examination for promotion to the same position within six months.

CERTIFICATION OF PAY-ROLLS.*

RULE 39.

When employment is in violation of law.

1. If the Commission shall find that the appointment or employment of any person named in any pay-roll, bill or account of the city of Boston is in violation of law, it shall designate

* See chapter 210, Acts of 1908.

specifically the name of such person; and payment of any salary or compensation to such person shall not be made by the treasurer or other fiscal officer of the city of Boston until such officer shall receive notice in writing from the Commission that said payment is duly approved by it; *provided, however*, that the failure of the Commission to approve payment to any person so specially designated shall not prevent the payment to any other persons named in said pay-roll, bill or account of their respective salary or compensation.

2. The affixing by the Commission of the certificate provided for by law to any pay-roll, bill or account shall be construed only as approval of the payment of the salary or compensation specified to the persons appearing on such pay-roll, bill or account, and shall not constitute any authorization by the Commission of any subsequent payment of salary or compensation to the persons whose names appear on such pay-roll, bill or account, and shall not prevent or preclude the Commission from withholding its certificate from any subsequent pay-roll, bill or account with respect to any persons whose names appear thereon, if at any time it shall appear to the Commission that the appointment or employment of such person is in violation of the law.

Certificate,
construction of.

3. In case of doubt as to the legality of the appointment or employment of any person named on any pay-roll, bill or account, the Commission may give its qualified approval of the payment of the salary or compensation of such person, pending final decision.

When legality
of employment
is in doubt.

OFFICES NOT INCLUDED IN RULES.

RULE 40.

1. Upon the request of any officer or board having the power of appointment to any office or position in the service of the Commonwealth or any of the cities thereof, to which these rules do not apply, the Commission will furnish names from any list of eligible persons to fill a vacancy in such office or position; or it will, whenever practicable, hold competitive or non-competitive examinations for such office or position.

Applicants for
offices not
covered by
rules may be
examined.

SECOND DIVISION. — THE LABOR SERVICE.

RULE 41.

1. The Labor Service shall be subject to the provisions of the foregoing rules in so far as they are not inconsistent with the following rules especially applicable to such service.

Classification.

2. The Labor Service shall be divided into three classes: (1) Laborers; (2) Skilled Laborers; (3) Mechanics and Craftsmen. Male persons doing any form of labor not included, in the opinion of the Commission, within the classification of the First Division, or Official Service, shall be deemed to be in the Second Division, or Labor Service.

Registration.

3. The Commission shall provide for the registration and certification of laborers in the city of Boston, and in other cities to which the labor rules are or may become applicable.

Commission may discontinue registration.

4. The Commission may, in its discretion, discontinue registration and certification whenever a city shall fail to appropriate such sum of money as, in its opinion, is necessary to provide for the full enforcement of all rules and regulations relating to the labor service of such city. Notice of its action in each case shall be certified to the authorities of such city, and shall be published in one or more newspapers therein.

LABOR APPLICATION.

RULE 42.

Where registered.

1. Laborers shall apply for registration at the civil service labor office in the city where they seek employment. In the city of Boston they may file their applications on any week day other than Saturdays and legal holidays between such hours as the Commission shall prescribe, and in other cities on such days and between such hours as the Commission shall prescribe.

Applications under oath.

2. Applications shall contain under oath the information hereinbefore required under these rules, together with a statement of the family depending on the applicant for support (giving name, age and relationship), personal description of the applicant, and such further information as the Commission may require.

Laborers, how registered.

3. Every applicant shall also file certificates signed by at least two reputable citizens, containing such information as to his capacity for labor, and his habits, industry and sobriety, and such

further information as to his present character and qualifications, as the Commission shall require.

4. When the applicant desires to be registered for any service other than that of common laborer he will be required to furnish a certificate from such number of competent persons as the Commission may require of his ability to do the kind of work for which he alleges capacity and for which he desires to be certified, and he may be required to file additional certificates of capacity for special service. Additional certificates.

5. No certificate from an employing officer in regard to the capacity of a laborer applying for registration shall be received unless the laborer has been legally employed in the department, and the employing officer has an official knowledge of his capacity. Certificate from employing officer.

6. The Commission may at its discretion, in addition to the certificates above required, provide and require practical tests or examinations regarding the physical and other qualifications of any applicant for the work for which he desires to be certified. Commission may require additional tests.

LABOR REGISTRATION.

RULE 43.

1. Applicants who file the certificates required by these rules, and satisfactory to the Commission, and who qualify after such practical test or examination as the Commission may prescribe, shall be registered in order of date of application on the eligible list or lists for which they so qualify on the first Mondays in February, May, August and November in each year. Registration.

2. In case any applicant is found by the Commission to be unfit or in any way disqualified to perform the service which he seeks, or in case he shall present a certificate inconsistent with his application or previous certificate, his name shall not be entered on the register; and, if on the register, it shall be removed therefrom, and the reason shall be endorsed on the application. Removal from register.

3. No applicant shall remain eligible for more than one year from date of registration, unless he shall make personal application for a renewal for a further period of one year within such time as the Commission shall prescribe. The Commission for due cause may reject any application for renewal. To remain eligible one year.

LABOR REQUISITION AND CERTIFICATION.

RULE 44.

Requisition
and certifica-
tion.

1. When laborers are required, the employing officer shall make requisition upon the Commission, stating the number of men wanted, the precise nature of the labor in which they are to be employed; the time and place and probable duration of employment and the pay to be given. Upon such notice, the Commission shall certify the names of any and all veterans upon the suitable eligible list, and the employment must be made from the list so certified; *provided*, that, after the employment of veterans, in case there is not a sufficient number of veterans so registered and qualified for the required labor, the Commission shall certify twice the number of men called for, over and above the number of veterans, if any, certified, making an impartial selection, giving preference, however, to those having families dependent upon them for support.

Requisition for
experienced
persons.

2. In case the employing officer shall request in his requisition the certification of persons with experience in the department, the Commission shall give preference in certification (subject to the above preference to veterans) to all persons who have served six months in the department in the same position to fill which requisition is made, and who have not been removed or discharged for cause, or who have resigned without charges pending.

Requisition for
young men.
Amendment.
Feb. 15, 1897.

3. In case the employing officer shall in the requisition certify that the labor to be performed is so arduous as to require the services of young and vigorous men, and shall designate a maximum age limit, the Commission may in its discretion recognize such age limit.

When unable
to fill requisition.

4. Whenever the Commission shall be unable to fill a requisition, it may authorize the employing officer to make the selection. The persons so selected shall, before being employed, present themselves at the civil service labor office in their city for registration in the manner and under the rules and regulations prescribed for applicants, and be certified by the Commission; and such persons shall not be employed at any other kind of work than that for which they were so selected, until after they shall have been continuously so employed for at least one year, and shall have passed such test or examination as the Commission may require for the new employment.

LABOR EMPLOYMENT.

RULE 45.

1. The selection and employment shall be made from the list certified, and the employing officer shall, before selecting or employing any other person, first employ from the list of veterans certified, and the names of those employed shall be returned to the Commission within twenty-four hours after such employment.

Employment from list certified.

2. Whenever the employing officer shall request the certification of any or all veterans registered for any particular kind of work, they shall be certified, and any of the veterans so certified may be employed.

Certification of veterans.

3. Whenever an employing officer, who shall have made a requisition for a certain number of laborers, shall employ a smaller number, he shall not make the selection from the whole list certified to him, but only from that number of names standing highest on the list that would have been certified to him had the requisition stated the number of men which he actually employs under the certification, except in the case of the certification of veterans, when he may employ any veteran certified.

Method of selection.

4. Upon proof to the Commission that a person certified as a laborer is unsuitable for the work, it may certify an additional name.

Certification of additional names.

5. Every person employed after certification shall fill out and file with his employing officer a declaration sheet containing such information as to his personal identity and otherwise as the Commission may require.

Declaration to be filed.

6. When the employing officer has selected and employed such of the persons certified as he may require, he shall within twenty-four hours after their employment return to the Commission a list of the persons, so selected and employed, stating the kind of work for which they have been employed, together with the registry numbers and the declaration sheets of the persons employed, duly filled out and signed by such persons.

Return of persons employed.

7. In case any of the persons certified fail to respond, or decline the employment offered, or withdraw from the service without good cause, the names and registry numbers of such persons shall be returned to the Commission, with a statement of the facts; and the names of such persons shall be taken from the register, unless a satisfactory explanation of the failure or refusal to work is given.

When persons certified fail to respond.

EMERGENCY APPOINTMENT.

RULE 46.

Selection in
cases of emer-
gency.

1. In case of an emergency which could not have been foreseen, where the public business would suffer from delay in filling the position in the manner provided in the preceding rules, but not including vacancies caused by vacations or other regularly recurring or anticipated vacancies, the appointing officer may make an emergency employment without requisition; but in no case shall such emergency employment continue for more than five days, and in every such case he shall report the same to the Commission within twenty-four hours, stating the reason therefor, in such form and detail as the Commission may prescribe, and the time not exceeding five days for which such employment is to last. No re-employment or further employment shall be allowed at the end of such period, except by consent of the Commission.

SUSPENSION AND ABSENCE.

RULE 47.

Suspensions.

1. All suspensions and leaves of absence shall be reported to the Commission forthwith by the appointing officer.

Suspension for
six months.

2. Any laborer suspended or given leave of absence and not actually employed in the department shall at the end of six months be held to be discharged, unless the Commission after hearing and for cause shown shall otherwise decide; *provided, however*, that this shall not apply to veterans.

Absence
without leave.

3. Absence without leave for a period of three days, unless it be shown to the Commission that such absence was unavoidable, shall be held to be a resignation; *provided, however*, that this shall not apply to veterans.

Suspensions
within three
months.

4. If a person is suspended or given leave of absence within three months from date of employment, his name, at his request, may be restored to the eligible list within one year from date of registration for the remainder of his one-year period of eligibility.

TRANSFER.

RULE 48.

Transfer.

1. No transfer of laborers from one department to another shall be allowed except by consent of the Commission, and after hearing of both heads of departments and good cause shown;

and no transfer in any case shall be allowed of a laborer unless he shall have been continuously employed in the same work in the same department for which he was certified for at least three months immediately prior to the date of transfer.

REINSTATEMENT.

RULE 49.

1. Any laborer who shall be found by the Commission to have been dismissed or separated from the service without fault or delinquency on his part, may, upon request of the employing officer, be reinstated in such service in the same department within three months next following such dismissal or separation.

Reinstatement.
Amendment.
Feb. 15, 1897.

CHANGE OF DUTIES.

RULE 50.

1. No laborer shall be employed in work other than that for which he is certified until after actual and continuous employment therein for at least one year, and after passing such test or examination as the Commission may require for the new employment; *provided, however*, that this shall not apply to veterans.

Not to be employed in work other than that for which certified.

LABOR DISCHARGE.

RULE 51.

1. When a person is discharged from the labor service for "loitering," "incompetence," "insubordination," "unsatisfactory work," or any equivalent cause, unless the charge is disproved, he shall not be eligible for registration again for a period of at least six months from the date of such discharge. At the end of that time he can apply for registration on the same basis as other citizens; and, in case he is registered, he shall not be eligible to certification to the department from which he was discharged except with the written consent of the head of that department.

Discharges.

2. When a person is discharged from said service for "intoxication," and the charge is not disproved, he shall not be eligible for registration again for a period of at least a year from the date of such discharge; and his registration then will be subject to the conditions above prescribed.

When discharged for intoxication.

When
discharged a
second time.

3. In case a person is discharged a second time for good cause, he shall not be eligible for registration again except by vote of the Commission.

The foregoing rules, prepared by the Civil Service Commission, are hereby transmitted to the Governor and Council for their approval.

Signed

{ CHARLES WARREN,
FRANK FOXCROFT,
JOSEPH C. PELLETIER,
Civil Service Commission.

JULY 3, 1908.

Approved in council, July 22, 1908.

(Signed)

E. F. HAMLIN,
Executive Secretary.

JULY 31, 1908.

In accordance with the provisions of section 8 of chapter 19 of the Revised Laws notice is hereby given that the foregoing civil service rules will take effect on the first day of October, A.D. 1908.

By order of the Civil Service Commission,

WARREN P. DUDLEY,
Secretary.

AMENDMENTS TO CIVIL SERVICE RULES.

[Amendments to the Civil Service Rules, prepared by the Civil Service Commission, pursuant to the authority conferred by section 6 of chapter 19 of the Revised Laws, and section 1 of chapter 382 of the Acts of the Legislature of 1909.]

FIRST. — Class 6, under Civil Service Rule 7, is hereby repealed and the following prepared in its stead: —

Class 6. All principal or assistant sealers of weights and measures holding office by appointment under any city, or any town of over ten thousand inhabitants, whether such officers are heads of principal departments or not, and also the inspectors of weights and measures of the Commonwealth.

SECOND. — Class 16, under Civil Service Rule 11, is hereby repealed and the following prepared in its stead: —

Metropolitan Park Police.

Class 16. Applicants for metropolitan park police service must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds; *provided, however,* that the limitation as to age shall not apply to veterans.

Prepared and respectfully submitted to the Governor and Council for approval.

(Signed)

{ CHARLES WARREN,
FRANK FOXCROFT,
JOSEPH C. PELLETIER,
Civil Service Commission.

JUNE 18, 1909.

MASSACHUSETTS CIVIL SERVICE.

Approved in council, June 19, 1909.

(Signed) E. F. HAMLIN,
Executive Secretary.

A true copy. Attest:

(Signed) WARREN P. DUDLEY,
Secretary, Civil Service Commission.

23, 1909.

In accordance with the provisions of section 8 of chapter 19 of the Revised Laws, notice is hereby given that the foregoing amendments to the civil service rules will take effect on the first day of September, A.D. 1909.

By order of the Civil Service Commission,

WARREN P. DUDLEY,
Secretary.

In accordance with the provisions of chapter 486 of the Acts of 1909, and the provisions of chapter 19 of the Revised Laws of Massachusetts, and the acts in amendment thereto, the following rule has been prepared for inquiry into the qualifications and approval by the Civil Service Commission of appointees of the mayor of the city of Boston:—

RULE.

1. The Civil Service Commission, upon receiving from the city clerk a certified copy of the certificate of appointment by the mayor, shall defer action thereon for at least seven days.
2. Upon receipt of the said copy of certificate of appointment the Civil Service Commission shall make such inquiry concerning the training, experience, character and qualifications of the appointee as it judges necessary.

3. Upon request from the Civil Service Commission, the mayor shall furnish to it such information as it may call for relating to the age, residence, experience, training, character and qualifications of the appointee; and he shall forward to it any and all correspondence, papers, petitions, recommendations and protests in his possession relating to the appointee, all of which shall be returned to the mayor within thirty days after receipt from the city clerk of said copy of certificate of appointment.

4. The city council and city clerk of Boston, and all commissioners and commissions appointed by the Governor shall, upon request from the Civil Service Commission, furnish to it such information as it may call for relating to the age, residence, experience, training, character and qualifications of the appointee.

5. In case of any disagreement among the members of the Civil Service Commission as to approval of any appointment, the vote of a majority shall constitute the action of the Commission; but in case at any meeting a vote shall be taken and shall fail to result in a unanimous decision, the Civil Service Commission shall defer final action for at least one day: *provided, however*, that such final action shall in any event be taken within the thirty days provided for in section 10 of the act.

(Signed) { CHARLES WARREN,
FRANK FOXCROFT,
ELMER L. CURTISS,
Civil Service Commission.

Nov. 18, 1909.

Approved in council, Nov. 24, 1909.

(Signed) E. F. HAMLIN,
Executive Secretary.

A true copy. Attest:

WARREN P. DUDLEY,
Secretary, Civil Service Commission.

Nov. 30, 1909.

In accordance with the provisions of section 8 of chapter 19 of the Revised Laws, notice is hereby given that the foregoing rule will take effect on the first day of February, A.D. 1910.

By order of the Civil Service Commission,

WARREN P. DUDLEY,
Secretary.

REGULATIONS

ADOPTED BY THE

CIVIL SERVICE COMMISSION.

[REVISED TO JULY 3, 1908.]

CHIEF EXAMINER.

1. The chief examiner shall, so far as practicable, attend the examinations held by the several boards of examiners.

2. He shall take care to secure accuracy, uniformity and justice in the proceedings of all examiners and boards of examiners under the rules and regulations; and such proceedings and all papers appertaining thereto shall at all times be open to him. He shall also, from time to time, inspect the proceedings and papers connected with examinations under the civil service rules, and shall make report of such inspection to the Commission.

3. He shall prepare and submit to the Commission proper schemes for examinations, and forms for blanks and records.

4. He shall take care that the rules and regulations are complied with, and shall bring any case of their infraction, or of injustice or irregularity, observed by him, to the attention of the Commission. It shall be his duty, from time to time, to confer with the heads of departments, offices and institutions of the Commonwealth, and the several cities thereof, concerning the regularity, sufficiency and convenience of the examinations for the service under them. He shall perform such other appropriate duties as may be specified in these regulations, or otherwise assigned to him by the Commission.

SECRETARY.

5. The secretary shall keep the records of the proceedings of the Commission, and have charge and be responsible for the safe keeping of all books, records, papers and other property

of the department, and shall superintend and direct the work of the registrar of labor and all inspectors, clerks and messengers in the department. He shall make such certification as the Commission may direct of those eligible for appointment or employment, conduct the correspondence of the Commission and perform such other appropriate duties as may be assigned to him.

REGISTRAR OF LABOR.

6. The registrar of labor shall, under the direction of the secretary, keep the records and be responsible for the safe keeping of the books, papers and other property in the labor office. He shall make proper certification of those eligible for employment in the labor service, and shall generally superintend the work of the office and supervise the administration of the civil service rules applicable to the labor service.

EXAMINERS.

7. The board of examiners appointed in each city shall promptly notify the Commission of the need of holding an examination in and for such city; and thereupon the chief examiner shall, under the direction of the Commission, issue authority therefor, and shall prepare questions and supervise the other preliminary arrangements.

8. The boards of examiners, or such persons as the Commission shall designate, shall conduct the examinations, and estimate and mark the standing of the persons examined, or in a non-competitive examination shall mark the qualifications of the person examined.

9. No examiner or person serving under the Commission shall attempt to influence the selection of any person for the civil service.

10. The examiners shall preserve order and decorum at examinations, and prevent any interference, by conversation or otherwise, with those under examination. They shall exercise diligence in securing fairness and preventing collusion and fraud in the examinations. No examiner shall disclose, unless by consent of those examined, the results of the examination.

11. No person shall act as examiner in any examination of applicants for admission to the classified civil service, when he

is an applicant or an eligible for a position in the class for which the examination is being held.

12. Each examiner shall be entitled to receive from the appropriation for the expenses of administering the civil service law twenty cents for each applicant whose examination he shall attend, and twenty cents additional for each set of examination papers he shall mark; the total number of papers prepared by one applicant being considered a set. For the additional service rendered by the secretary of each board of examiners of cities other than Boston, in registering the eligibles, certifying the same, conducting necessary correspondence, and in other ways, he shall be entitled to receive from the same appropriation the additional sum of twenty-five cents for each eligible so registered.

COMPETITIVE EXAMINATION.

13. Applicants must present themselves punctually at the times and places specified in their official notices to attend, and they will be admitted to examination upon the production of such notices.

14. Each applicant in a competitive examination shall first be presented with a declaration paper, on which he will write his name, age, residence, examination number, etc., after which he will place it in an envelope, seal the envelope, and thereafter he shall mark each paper with his examination number only. The envelope shall not be opened until after all his examination papers are marked.

15. The sheets of questions will be numbered, and will be given out in the order of their numbers, each after the first being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours. Each applicant must complete his examination on the obligatory subjects before taking up any of the optional subjects.

16. The subjects of, and the time allowed for, the examination, will be announced before the first paper is given out.

17. Any applicant who shall have passed an examination may be required to undergo such further physical examination as the Commission may from time to time prescribe, adapted

to ascertain his fitness for the service for which he has applied.

18. The percentage of each qualification shall be multiplied by the weight prescribed for each by the Commission; and the quotient found by the division of the aggregate of value so arrived at, of each applicant, by the aggregate of weights shall constitute the percentage of condition of such applicant.

19. When an applicant for police or fire service in Boston fails to obtain sixty-five per cent. in either strength tests or development, he shall not be re-examined in those subjects until after he has filed a new application and undergone another examination as a new applicant.

NON-COMPETITIVE EXAMINATIONS.

20. Applicants for non-competitive examinations shall fill out and make oath to the proper application paper (without certificates); but any person named by the appointing power for non-competitive examination may file such paper at any time before undergoing the examination.

MARKING.

21. When a question has arisen regarding the exclusion of an applicant from examination under the provisions of the civil service rules, and the Commission has voted to allow such applicant to take the examination, the examiners shall give the applicant the same credit for experience that he would have been entitled to if no such question had arisen.

22. The following examples show the method by which the standing of each competitor is obtained. The weights here given to the different subjects are not to be regarded as the standard weights; these, and also the subjects, will be varied to meet the requirements of the position to be filled.

EXAMINATION OF _____

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship,	80	4	320
Dictation,	75	2	150
Copying rough draft,	70	3	210
Orthography,	85	1	85
Arithmetic,	82	3	246
Composition,	70	2	140
	—	15	1,151
General average standing,	—	—	76.73

EXAMINATION OF _____

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship,	85	4	340
Dictation,	90	2	180
Copying rough draft,	96	3	288
Orthography,	100	1	100
Arithmetic,	80	3	240
Interest and discount,	75	2	150
	—	15	1,298
General average standing,	—	—	86.53

EXAMINATION OF _____

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship,	70	2	140
Copying,	80	2	160
Clearness and correctness of statement,	75	3	225
Experience,	80	3	240
Arithmetic,	70	2	140
Local data; duties,	70	3	210
	—	15	1,115
Educational qualifications,	—	—	74.33
Physical qualifications,	—	—	85.
	—	2	159.33
General average standing,	—	—	79.66

It will be observed that the standing on each subject is multiplied by the weight given that subject, and the product placed in the third column; the sum of these products, divided by the sum of the weights, gives the general average standing.

ELIGIBLE LIST.

23. The names of those found eligible shall be enrolled upon a register in form prescribed by the Commission.

24. Priority of date in examination will give no advantage in position on the eligible list.

25. The names of persons placed on the eligible list in the higher grade clerical service may also, upon request in writing, be placed on the eligible list for positions in the lower grade, with the same standing.

26. A person whose name is on the eligible list for any position in the service of a city may, upon request in writing, have his examination papers marked by the board of examiners for the service of the Commonwealth; and, if he is found qualified, his name may be placed on the eligible list for the same position in the service of the Commonwealth. A person whose name is on the eligible list for a position in the service of the Commonwealth, who has been a resident of the city in which he resides for six months, may, upon request in writing, have his examination papers marked by the board of examiners for the city in which he resides; and, if he is found qualified, may have his name placed on the eligible list for the same position in the service of said city.

27. Any person, after receiving official notification of his standing, as ascertained by a competitive examination, may, in person or by duly authorized agent, inspect his examination papers.

28. Complaints of any injustice or unfairness on the part of any examiner or examining board, or by any one acting under the Commission, may be made in writing to the Commission, within such time after the establishment of an eligible list as the Commission shall prescribe.

CERTIFICATION.

29. Certification of eligibles under the rules shall be as follows:—

For 1 vacancy certify 3 names.				For 11 vacancies certify 19 names.			
2 vacancies	"	4	"	12	"	"	20
3	"	5	"	13	"	"	23
4	"	8	"	14	"	"	24
5	"	9	"	15	"	"	25
6	"	10	"	16	"	"	28
7	"	13	"	17	"	"	29
8	"	14	"	18	"	"	30
9	"	15	"	19	"	"	33
10	"	18	"	20	"	"	34

GENERAL PROVISIONS.

30. In case a person upon any register shall, by reason of ill-health or physical incapacity, in the judgment of the Commission, become manifestly disqualified for the service for which he or she is registered, the Commission may direct that such person be not certified; and the Commission must be informed by the proper examining boards of each case of such disqualification. The applicant affected by such suspension, or refusal of an examination, may make complaint in writing to the Commission, who will take proper action thereon.

31. The Commission cannot advise persons as to vacancies in the service, nor furnish any information as to the duties, salaries, course of promotion, or other conditions of positions and offices, except such as may be found in printed regulations. No advice can be given as to the course of preparation that applicants should follow.

32. Every application paper and accompanying certificates will remain on file in the office of the Commission or boards of examiners, and under no circumstances or conditions will the originals be returned to the applicant.

33. All veterans as defined in section 20 of chapter 19 of the Revised Laws, and also all persons who have served in the regular army and navy or in the volunteer forces of the army and navy of the United States in time of war and who have received an honorable discharge, shall be given an additional

credit in the marking of their experience papers in all examinations where an experience paper is given, and where such experience is of value in the position for which the applicants are examined. [6, 29, '08.]

By order of the Civil Service Commission,

WARREN P. DUDLEY,
Secretary.

REGULATIONS FOR THE LABOR SERVICE
OF THE CITY OF BOSTON.

[SEPT. 29, 1908.]

Ordered, That the following regulations as to applicants for the labor service in the City of Boston be adopted under the Civil Service Rules, to take effect Oct. 1, 1908.

1. Applicants for the labor service in the City of Boston shall be registered in the following classes and upon the following lists only:—

CLASS I.—LABORERS.

List No. 1.—Common Laborers (including boys).

CLASS II.—SKILLED LABORERS.

List No. 1.—Bracers, Derrickmen and Riggers.

List No. 2.—Building Laborers (including concrete, asphalt, mortar, cement and granolithic mixers; concrete, asphalt, mortar, cement and granolithic workers; mason's tenders; hod carriers; brick cullers; stone sorters; panmen; tar boilers; pebble heaters; and similar positions).

List No. 3.—Chauffeurs.

List No. 4.—Chiefs' Drivers.

List No. 5.—Cooks (including bakers, meat cutters, and similar positions).

List No. 6.—Custodians (including caretakers, janitors and watchmen, and similar positions, other than those classified in the First Division, Official Service).

List No. 7.—Drivers and Stablemen.

List No. 8.—Elevator Men.

List No. 9.—Gardening Laborers (including all forms of gardeners, farmers, and gardening and farming laborers).

List No. 10.—Helpers.

List No. 11.—Lamplighters.

List No. 12.—Ledgemen and Drillmen.

List No. 13.—Mariners (including boatmen and swimmers, deck hands, and wharfingers).

List No. 14. — Moth Destroyers.

List No. 15. — Paving Laborers.

List No. 16. — All other skilled laborers not included in any other class.

CLASS III. — MECHANICS AND CRAFTSMEN.

List No. 1. — Blacksmiths (including horseshoers, horse clippers, and locksmiths).

List No. 2. — Carpenters and Woodworkers (including cabinet workers; stair builders; mill workers; carriage, wagon, boat and ship workers; lathers; coopers; and all similar positions).

List No. 3. — Electrical Laborers.

List No. 4. — Engineers (including third-class stationary, hoisting and portable, and marine engineers, and all engineers other than those classified in the First Division, Official Service).

List No. 5. — Firemen (including stationary and marine firemen).

List No. 6. — Machinists.

List No. 7. — Masons (including all forms of masons and plasterers).

List No. 8. — Metal Workers (including structural iron workers, sheet-iron workers, moulders, brass workers, coppersmiths, plumbers, steam-fitters, gas-fitters, tinsmiths, boiler-makers).

List No. 9. — Oilers.

List No. 10. — Painters (including painters of all kinds, glaziers, kalsominers, whitewashers, and similar positions).

List No. 11. — Stone and Marble Workers.

List No. 12. — Special List (including mechanics or craftsmen who, in the opinion of the Commission, cannot be registered on any of the preceding lists).

2. The Commission may from time to time abolish any of the above lists or establish additional ones.

APPLICATIONS.

3. An applicant may designate in his application paper any position or positions whatever, in the City Labor Service, for which he desires to apply. He will be registered, however, only on such one or more of the foregoing lists as the Commission shall decide to be the most suitable, after investigation of his qualifications as shown in his application paper and accompanying vouchers, and after such physical and practical tests as the Commission may require. No applicant will be registered in Class III., Special List, except upon special order of the Commission.

4. An applicant may file application, or renew the same, between 9 and 1 o'clock on any week day, except Saturdays and holidays, and at any time on a regular registration day; and upon such filing or renewal he will be given a card bearing his application number and a statement of the dates when he will be registered and when his eligibility will expire.

5. An application paper or voucher which contains any statement inconsistent with a former application paper or voucher will not be received, except upon special vote of the Commission; any such inconsistent statement and any false statement knowingly made by the applicant will be deemed by the Commission sufficient ground for his exclusion from registration or removal from the register.

6. Not less than two vouchers as to character will be required from all applicants, and additional vouchers may at any time be required by the Commission.

7. A voucher or vouchers as to qualification to perform the work desired will be required from all applicants to register on any list in Class II. and Class III.

8. No such qualification vouchers will be received which do not show employment of the applicant for a total period of at least one year.

9. All such qualification vouchers shall be signed by the employer personally, or, in case of a corporation, by an officer thereof not lower than the grade of superintendent; and they may, in any case, be required by the Commission to be under oath.

PHYSICAL AND PRACTICAL TESTS.

10. On and after the first Monday of February, 1909, all applicants for the labor service of the City of Boston, whether filing original or renewal applications, may be required to pass a physical and strength test similar to that now given to laborers in various departments of the United States Civil Service. In case such test shall be required, each applicant will receive notice of the date for his test, on which date he must present himself for such test, or his application will be cancelled, unless the Commission shall otherwise order after good cause shown.

11. In addition to the qualification vouchers required of an applicant for registration on lists in Class II. and Class III.,

the Commission may at any time require a practical test of the fitness of the applicant to do the work for which he applies. In such case, each applicant will receive notice of the date of such practical test, on which date he must present himself for such test, or his application will be cancelled, unless the Commission shall otherwise order after good cause shown.

12. Applicants of whom any practical or physical test may be required by the Commission, if not tested prior to the regular registration date next following the date of their application, shall be registered on the registration date, but such practical test shall be given before certification is made.

REGISTRATION.

13. The first Mondays of February, May, August and November of each year shall be the regular quarterly registration days; and on these days applicants who file, or have filed during the previous quarter, their application paper shall be duly registered in the order fixed by the following Regulations.

14. If, in the opinion of the Commission, at any time there shall be no suitable list from which to certify, it may by special order register applicants on a date or dates additional to the above, and the names of such applicants shall remain upon the register until the expiration of one year from the following regular registration day.

15. The year of registration provided by the Civil Service Rules shall be considered to mean the period from the first Monday of February, May, August and November, respectively, of one year, to and including the first Monday of February, May, August and November, respectively, of the succeeding year.

16. An applicant shall be registered in the order of the date of filing his application (as defined below).

17. The "date of filing of application" shall be deemed the date when the applicant files his original application, *provided it is filed on or after Oct. 1, 1908*. If the application had been filed previous to Oct. 1, 1908, and had expired or been cancelled under the rules, and therefore the applicant's name was not upon the register on Sept. 30, 1908, then the "date of filing of application" shall be considered the date of filing of a new application or the first renewal of the old application after Sept. 30, 1908.

18. An applicant may renew his eligibility each year, provided he shall apply for such renewal on any week day between 9 and 1 o'clock, except Saturdays and holidays, during the thirty days immediately preceding the day when his year's registration expires, or on that day; and if so renewed, the applicant shall not lose his position upon the register. If the application is renewed after that time, however, his name will be registered on the following registration day, and he will take his position on the register according to the date of the renewal.

19. An applicant whose name was on the register Sept. 30, 1908, shall be continued upon the register in the order of the date of filing of his original application, or of his last renewal, if the application was renewed on or before Sept. 30, 1908.

20. An applicant whose eligibility under the old Rules would expire between Oct. 1, 1908, and the first Monday of November, 1908, inclusive, shall be continued upon the register through the latter date, and he may renew his application any week day between 9 and 1 o'clock, except Saturdays and holidays, between the above dates, or on the latter date; and thereupon he shall not lose his order upon the register, and his new eligibility shall be for a period of one year from the first Monday of November, 1908.

21. An applicant whose eligibility under the old Rules would expire between Nov. 3, 1908, and the first Monday of February, 1909, inclusive, shall be continued upon the register through the latter date, and he may renew his application any week day between 9 and 1 o'clock, except Saturdays and holidays, between the above dates, or on the latter date; and thereupon he shall not lose his order upon the register, and his new eligibility shall be for a period of one year from the first Monday of February, 1909.

22. The same provisions shall apply to applicants whose eligibility would expire under the old Rules during the next three quarters, and their eligibility shall date respectively from the first Mondays of May, August and November.

23. If an applicant, during his year of eligibility, files a qualification voucher entitling him to registration for some other position, his year of eligibility for the new position shall be considered to date from his registration for the first position.

CERTIFICATION.

24. Upon receipt of a requisition from an employing officer, the Commission will certify, subject to the preferences stated below, from such list as it shall deem suitable, the persons who, in the opinion of the Commission, appear to be able to perform the duties required.

25. Veterans, as defined by law, will be certified ahead of all other applicants; provided, however, that on certificate from the appointing officer an age limit may be fixed by the Commission, as authorized by law.

26. Men who have been previously employed, in accordance with the Civil Service Rules, for at least six months in the same kind of work in the department for which requisition is made, and who were suspended or discharged without cause, or resigned without charges pending, will be certified ahead of all other applicants except veterans, in order of date of filing of application, *but only if the appointing officer so requests in making the requisition.*

27. An applicant having a family (as defined below) dependent upon him for support will be certified ahead of those having no such family.

28. The words "having a family dependent upon him for support" shall be deemed to mean having a wife, mother, father, grandparent, mother-in-law, brother, sister, son, or daughter; provided any such persons are wholly dependent upon his wages for support. (Revised by Commission June 25, 1909.)

29. The system of certifying applicants according to number of dependents is hereby abolished.

By order of the Civil Service Commission,

WARREN P. DUDLEY,
Secretary.

SPECIAL INSTRUCTIONS TO EXAMINERS.

The Commission will appoint a secretary for each local board of examiners, and will furnish him with the application blanks, copies of the rules and regulations, and such other books, documents and papers as may be needful.

When an application paper is presented by an applicant in person, the secretary should examine it at the time, if he can do so conveniently, and, if it is properly filled out, he should note upon the back, in ink, the date and hour when received. If it is not properly filled out, the attention of the applicant should be called to the fact, and he should be directed to have the application paper corrected.

Each person filing an application blank should be furnished also with a copy of the rules and regulations.

If an incomplete application paper is received by mail, it should be returned to the applicant, accompanied by a notice to correct the same.

The applications, if found satisfactory, should be numbered serially in the order in which they are received. They should be entered in the record of applications in the order of their numbers.

Any application which shows that the applicant is not, by reason of age, lack of citizenship, proper period of residence, etc., entitled by the law, rules and regulations to an examination must be returned to him with a brief statement of the reasons for such action. A blank form will be furnished for this purpose.

Each secretary receiving an application paper of a person who has been convicted, fined, imprisoned or placed on probation for breach or violation of the laws of this or any other State or nation, or the ordinances or by-laws of any city or town, shall at once send such application to the Commission for consideration.

All application papers will be received if in proper form. Should any be received for positions in the service of the Commonwealth, or another city, they must be forwarded to the Commission.

When the application is for examination for the police service, the secretary of the Board will furnish the applicant with a copy of the book of instructions for police applicants, *and make note of having done so on the application paper.*

Attention is called to the civil service rule which gives precedence in notification to veterans.

Examination blanks will be sent or brought to the Board before an examination is to take place; but they are not to be opened until the Board meets in the examination room on the examination day, and great care must be taken that they be kept in a secure place until that time.

When all are seated, one of the Board will take from each applicant the notice he has received to attend the examination.

The package of examination papers will then be opened, and each applicant will be given a numbered envelope and a declaration paper; upon the latter are printed questions concerning his name, age, former occupation, service as a veteran, etc. These are to be answered in writing, and the writer will sign his name at the bottom of the sheet. This is the only time during the examination when the applicant will be allowed to affix his signature to a paper. After completing the declaration paper, he will fold and enclose it in the numbered envelope which has been given him, and then seal the envelope.

The number on the envelope will be his examination number, and he must write it upon each succeeding paper in the blank space left for that purpose.

It will be well to inform the applicants that they are to be examined in certain subjects, and state the order in which the subjects will be given out.

The envelopes are not to be opened until after all the examination papers have been marked and graded.

In examinations where one of the exercises consists of writing from dictation and spelling, all the applicants will work at the same time. In the other exercises they may consult their own convenience as to rapidity.

As a rule there will be no general recess during the examina-

tion hours; but any applicant may be allowed, for sufficient reason, to leave the room at any time when he has finished one set of questions and delivered the paper to one of the Board. No succeeding questions shall be given him, however, until his return.

It is advisable that the full Board of Civil Service Examiners be present at each examination; but a majority of the Board may conduct an examination in case of the disability or necessary absence of the other members.

Applicants should be cautioned not to use any books of reference or memoranda for the purpose of assisting their memories. Any one detected in doing so may be dismissed from the examination room. The same penalty may be enforced if one applicant attempts to assist another, by conversation or otherwise, in answering the questions given him.

Members of the Board should give the applicants general explanations only, and these should be limited to methods of procedure.

After an examination, all the papers should be taken charge of by the secretary of the Board.

Members of local boards are cautioned against furnishing information to any person in relation to the examinations, except in the general way prescribed in the rules.

All unused examination papers are to be returned to the Commission the day after the examination.

As soon as practicable after completing the marking and grading of the papers, the secretary of the Board will send a certificate to each person who was examined, if he passed the examination, stating the standing which he obtained, as shown by the marking. He will also send notice to each applicant who failed to pass the examination, informing him of the fact.

In the general regulations adopted by the Commission will be found information as to marking and grading, and the enrolment in the proper register of the names of those found eligible for appointment.

The chief examiner will be present at the examination whenever it is practicable to do so.

More specific rules for marking the examination papers will be issued hereafter.

Necessary expenses incurred by members of the Board for stationery, postage and actual travel will be allowed by the Commission.

By order of the Civil Service Commission,

HENRY SHERWIN,
Chief Examiner.

SCHEDULE OF EXAMINATIONS.

In giving notice of the competitive examinations to be held in the cities and towns, and at the times mentioned in the following schedule, the Commission reserves the right to order such additional or other examinations as the public service may require, to omit the holding or to change the time of any examination upon reasonable notice.

No applicant shall have the right to examination unless the application is filed, under the rules, at least ten days before the examination: *provided*, that the Commission or the chief examiner, for cause shown, may allow a person making an application at a later time to take the examination.

Attention is further called to the right reserved by the Commission, under rule 15 of the civil service rules, to restrict any examination to the number deemed by it practicable to be then examined.

By order of the Civil Service Commission,

WARREN P. DUDLEY,

Secretary.

SCHEDULE OF EXAMINATIONS.

1910.

Apr. 4. Medford, clerks.

messengers.

policemen.

janitors.

engineers of public buildings.

foremen of laborers.

inspectors of work.

firemen.

6. Fall River, policemen.

7. Fall River, firemen.

8. Fall River, foremen of laborers.

inspectors of work.

janitors.

engineers of public buildings.

1910.

- Apr. 11. Newburyport, policemen.
12. Quincy, clerks.
messengers.
policemen.
firemen.
foremen of laborers.
inspectors of work.
15. Cambridge, clerks.
messengers.
15. Brookline, clerks.
messengers.
18. Newton, foremen of laborers.
inspectors of work.
janitors.
engineers of public buildings.
20. Newton, policemen.
firemen.
21. Cambridge, chief engineer, pumping station.
21. Winthrop, policemen.
22. Worcester, truant officer.
25. Melrose, clerks.
messengers.
foremen of laborers.
inspectors of work.
janitors.
engineers of public buildings.
26. Melrose, policemen.
firemen.
28. Commonwealth and Boston, visitors.
29. Milton, policemen.
firemen.
May 3. Pittsfield, clerks.
messengers.
foremen of laborers.
inspectors of work.
janitors.
engineers of public buildings.
4. Pittsfield, policemen.
6. Brockton, policemen.
9. Everett, clerks.
messengers.
policemen.
janitors.

1910.

- May 9. Everett (continued), engineers of public buildings.
firemen.
foremen of laborers.
inspectors of work.
10. New Bedford, firemen.
foremen of laborers.
inspectors of work.
11. New Bedford, janitors.
engineers of public buildings.
12. Springfield, policemen.
13. Springfield, janitors.
engineers of public buildings.
16. Haverhill, policemen.
janitors.
engineers of public buildings.
17. Haverhill, firemen.
18. Lawrence, inspector of meats and provisions.
20. Worcester, supervisor of attendance.
23. Haverhill, clerks.
messengers.
foremen of laborers.
inspectors of work.
24. Boston, deputy superintendents.
26. Cambridge, drawtenders.
janitors.
engineers of public buildings.
31. North Adams, clerks.
messengers.
foremen of laborers.
inspectors of work.
janitors.
engineers of public buildings.
- June 1. North Adams, policemen.
firemen.
3. Waltham, inspectors of milk.
call firemen.
4. Gloucester, clerks.
messengers.
janitors.
engineers of public buildings.
foremen of laborers.
inspectors of work.
7. Holyoke, foremen of laborers.
inspectors of work.

1910.

- June 7. Holyoke (continued), janitors.
engineers of public buildings.
8. Holyoke, clerks.
messengers.
10. Commonwealth and Boston, sealers, deputy sealers and
inspectors of weights and measures.
11. Gloucester, policemen.
firemen.
13. Lynn, janitors.
engineers of public buildings.
14. Commonwealth, inspector of pipe laying.
15. Woburn, firemen.
15. Chelsea, firemen.
16. Woburn, clerks.
messengers.
foremen of laborers.
inspectors of work.
policemen.
janitors.
engineers of public buildings.
20. Fitchburg, policemen.
22. Beverly, policemen.
24. Cambridge, assistant engineer.
- Sept. 8. Malden, policemen.
firemen.
clerks.
messengers.
9. Malden, foremen of laborers.
inspectors of work.
janitors.
engineers of public buildings.
12. New Bedford, clerks.
messengers.
14. Beverly, clerks.
messengers.
16. Boston, policemen.
19. Lawrence, foremen of laborers.
inspectors of work.
21. Fall River, clerks.
messengers.
22. Lynn, clerks.
messengers.
23. Worcester, policemen.

1910.

- Sept. 26. Newburyport, clerks.
messengers.
foremen of laborers.
inspectors of work.
janitors.
engineers of public buildings.
27. Newburyport, firemen.
29. Northampton, clerks.
messengers.
foremen of laborers.
inspectors of work.
janitors.
engineers of public buildings.
30. Northampton, policemen.
firemen.
- Oct. 3. Waltham, policemen.
5. Lynn, policemen.
firemen.
foremen of laborers.
inspectors of work.
7. Worcester, firemen.
11. Holyoke, policemen.
firemen.
17. Taunton, firemen.
janitors.
engineers of public buildings.
18. Taunton, policemen.
foremen of laborers.
inspectors of work.
19. Taunton, clerks.
messengers.
21. Cambridge, foremen of laborers.
inspectors of work.
24. Worcester, foremen of laborers.
inspectors of work.
janitors.
engineers of public buildings.
25. Worcester, clerks.
messengers.
28. Brockton, firemen.
- Nov. 1. Somerville, policemen.
firemen.
3. Fitchburg, janitors.
engineers of public buildings.

1910.

- Nov. 4. Fitchburg, firemen.
foremen of laborers.
inspectors of work.
7. Brockton, clerks.
messengers.
janitors.
engineers of public buildings.
8. Brockton, foremen of laborers.
inspectors of work.
21. Chelsea, clerks.
messengers.
policemen.
foremen of laborers.
inspectors of work.
janitors.
engineers of public buildings.
22. Lawrence, firemen.
23. Lawrence, policemen.
25. Somerville, foremen of laborers.
inspectors of work.
janitors.
engineers of public buildings.
- Dec. 5. Boston, drawtenders.
assistant drawtenders.
9. Boston, firemen.
12. Commonwealth and Boston, clerks, messengers.
13. Commonwealth and Boston, clerks, messengers.
14. Commonwealth and Boston, clerks, messengers.
19. Revere, policemen.
firemen.
22. Waltham, clerks.
messengers.
foremen of laborers.
inspectors of work.
janitors.
engineers of public buildings.
29. Hyde Park, policemen.

1911.

- Jan. 2. Commonwealth and Boston, stenographer-typewriters.
3. Commonwealth and Boston, stenographer-typewriters.
4. Commonwealth and Boston, stenographer-typewriters.
9. Salem, clerks.
messengers.
firemen.

1911.

- Jan. 10. Salem, policemen.
 janitors.
 engineers of public buildings.
 foremen of laborers.
 inspectors of work.
12. Springfield, firemen.
16. Beverly, firemen.
 foremen of laborers.
 inspectors of work.
 janitors.
 engineers of public buildings.
18. Somerville, clerks.
 messengers.
20. Quincy, janitors.
 engineers of public buildings.
23. Brookline, policemen.
 firemen.
 janitors.
 engineers of public buildings.
 foremen of laborers.
 inspectors of work.
25. New Bedford, policemen.
30. Marlborough, clerks.
 messengers.
 janitors.
 engineers of public buildings.
 foremen of laborers.
 inspectors of work.
31. Marlborough, policemen.
 firemen.
- Feb. 2. Commonwealth, metropolitan park policemen.
6. Commonwealth and Boston, civil engineers.
7. Commonwealth and Boston, civil engineers.
8. Commonwealth and Boston, civil engineers.
9. Commonwealth and Boston, civil engineers.
10. Commonwealth and Boston, civil engineers.
13. Lowell, clerks.
 messengers.
15. Springfield, clerks.
 messengers.
 foremen of laborers.
 inspectors of work.
17. Lowell, janitors.
 engineers of public buildings.

1911.

- Feb. 17. Lowell (continued), foremen of laborers.
 inspectors of work.
 20. Lowell, firemen.
 21. Lowell, policemen.
 24. Chicopee, clerks.
 messengers.
 policemen.
 firemen.
 foremen of laborers.
 inspectors of work.
 janitors.
 engineers of public buildings.
 27. Cambridge, policemen.
 firemen.
- Mar. 1. Lawrence, clerks.
 messengers.
 2. Lawrence, janitors.
 engineers of public buildings.
 6. Commonwealth and Boston, foremen of laborers.
 inspectors of work.
 7. Commonwealth and Boston, sub-foremen of laborers.
 10. Boston, janitors.
 engineers of public buildings.
 13. Commonwealth and Boston, prison watchmen.
 15. Newton, clerks.
 messengers.
 20. Fitchburg, clerks.
 messengers.
 22. Pittsfield, firemen.

1910.*Commonwealth.*

- Apr. 28. Visitors.
 June 10. Sealers, deputy sealers and inspectors of weights and
 measures.
 14. Inspector of pipe laying.
 Dec. 12-14. Clerks.
 Messengers.

1911.

- Jan. 2-4. Stenographer-typewriters.
 Feb. 2. Metropolitan park policemen.
 6-10. Civil engineers.
 Mar. 6. Foremen of laborers.
 Inspectors of work.
 7. Sub-foremen of laborers.
 13. Prison watchmen.

1910.*Boston.*

- Apr. 28. Visitors.
 May 24. Deputy superintendents.
 June 10. Sealers, deputy sealers and inspectors of weights and measures.
 Sept. 16. Policemen.
 Dec. 5. Drawtenders.
 Assistant drawtenders.
 9. Firemen.
 12-14. Clerks.
 Messengers.

1911.

- Jan. 2-4. Stenographer-typewriters.
 Feb. 6-10. Civil engineers.
 Mar. 6. Foremen of laborers.
 Inspectors of work.
 7. Sub-foremen of laborers.
 10. Janitors.
 Engineers of public buildings.
 13. Prison watchmen.

1910.*Beverly.*

- June 22. Policemen.
 Sept. 14. Clerks.
 Messengers.

1911.

- Jan. 16. Firemen.
 Foremen of laborers.
 Inspectors of work.
 Janitors.
 Engineers of public buildings.

Town of Billerica.

Policemen; on such date as may be ordered by the Civil Service Commission.

1910.*Brockton.*

- May 6. Policemen.
 Oct. 28. Firemen.
 Nov. 7. Clerks.
 Messengers.
 Janitors.
 Engineers of public buildings.
 8. Foremen of laborers.
 Inspectors of work.

1910.*Town of Brookline.*

Apr. 15. Clerks.
Messengers.

1911.

Jan. 23. Policemen.
Firemen.
Janitors.
Engineers of public buildings.
Foremen of laborers.
Inspectors of work.

1910.*Cambridge.*

Apr. 15. Clerks.
Messengers.
21. Chief engineer, pumping station.
May 26. Drawtenders.
Assistant drawtenders.
Janitors.
Engineers of public buildings.
June 24. Assistant engineer.
Oct. 21. Foremen of laborers.
Inspectors of work.

1911.

Feb. 27. Policemen.
Firemen.

1910.*Chelsea.*

June 15. Firemen.
Nov. 21. Clerks.
Messengers.
Policemen.
Foremen of laborers.
Inspectors of work.
Janitors.
Engineers of public buildings.

1911.*Chicopee.*

Feb. 24. Clerks.
Messengers.
Policemen.
Firemen.
Foremen of laborers.
Inspectors of work.
Janitors.
Engineers of public buildings.

Town of Dracut.

Policemen; on such date as may be ordered by the Civil Service Commission.

*Everett.***1910.**

- May 9. Clerks.
Messengers.
Policemen.
Firemen.
Foremen of laborers.
Inspectors of work.
Janitors.
Engineers of public buildings.

*Fall River.***1910.**

- Apr. 6. Policemen.
7. Firemen.
8. Foremen of laborers.
Inspectors of work.
Janitors.
Engineers of public buildings.
Sept. 21. Clerks.
Messengers.

*Fitchburg.***1910.**

- June 20. Policemen.
Nov. 3. Janitors.
Engineers of public buildings.
4. Firemen.
Foremen of laborers.
Inspectors of work.

1911.

- Mar. 20. Clerks.
Messengers.

Town of Framingham.

Policemen; on such date as may be ordered by the Civil Service Commission.

*Gloucester.***1910.**

- June 4. Clerks.
 Messengers.
 Janitors.
 Engineers of public buildings.
 Foremen of laborers.
 Inspectors of work.
 11. Policemen.
 Firemen.

*Haverhill.***1910.**

- May 16. Policemen.
 Janitors.
 Engineers of public buildings.
 17. Firemen.
 23. Clerks.
 Messengers.
 Foremen of laborers.
 Inspectors of work.

*Holyoke.***1910.**

- June 7. Foremen of laborers.
 Inspectors of work.
 Janitors.
 Engineers of public buildings.
 8. Clerks.
 Messengers.
 Oct. 11. Policemen.
 12. Firemen.

*Town of Hyde Park.***1910.**

- Dec. 29. Policemen.
 Firemen; on such date as may be ordered by the Civil
 Service Commission.

*Lawrence.***1910.**

- May 18. Inspector of meats and provisions.
 Sept. 19. Foremen of laborers.
 Inspectors of work.
 Nov. 22. Firemen.
 23. Policemen.

1911.

- Mar. 1. Clerks.
Messengers.
2. Janitors.
Engineers of public buildings.

Lowell.

1911.

- Feb. 13. Clerks.
Messengers.
17. Janitors.
Engineers of public buildings.
Foremen of laborers.
Inspectors of work.
20. Firemen.
21. Policemen.

Lynn.

1910.

- June 13. Janitors.
Engineers of public buildings.
Sept. 22. Clerks.
Messengers.
Oct. 5. Policemen.
Firemen.
Foremen of laborers.
Inspectors of work.

Malden.

1910.

- Sept. 8. Policemen.
Firemen.
9. Clerks.
Messengers.
Foremen of laborers.
Inspectors of work.
Janitors.
Engineers of public buildings.

Marlborough.

1911.

- Jan. 30. Clerks.
Messengers.
Janitors.
Engineers of public buildings.
Foremen of laborers.
Inspectors of work.
31. Policemen.
Firemen.

Medford.

1910.

- Apr. 4. Clerks.
 Messengers.
 Policemen.
 Firemen.
 Foremen of laborers.
 Inspectors of work.
 Janitors.
 Engineers of public buildings.

Melrose.

1910.

- Apr. 25. Clerks.
 Messengers.
 Foremen of laborers.
 Inspectors of work.
 Janitors.
 Engineers of public buildings.
 26. Policemen.
 Firemen.

Town of Milton.

1910.

- Apr. 29. Policemen.
 Firemen.

Town of Nahant.

Policemen; on such date as may be ordered by the Civil Service Commission.

Town of Natick.

Policemen; firemen; on such date as may be ordered by the Civil Service Commission.

New Bedford.

1910.

- May 10. Firemen.
 Foremen of laborers.
 Inspectors of work.
 11. Janitors.
 Engineers of public buildings.
 Sept. 12. Clerks.
 Messengers.

1911.

- Jan. 25. Policemen.

*Newburyport.***1910.**

Apr. 11. Policemen.

Sept. 26. Clerks.

Messengers.

Foremen of laborers.

Inspectors of work.

Janitors.

Engineers of public buildings.

27. Firemen.

*Newton.***1910.**

Apr. 18. Foremen of laborers.

Inspectors of work.

Janitors.

Engineers of public buildings.

20. Policemen.

Firemen.

1911.

Mar. 15. Clerks.

Messengers.

*North Adams.***1910.**

May 31. Clerks.

Messengers.

Foremen of laborers.

Inspectors of work.

Janitors.

Engineers of public buildings.

June 1. Policemen.

Firemen.

*Northampton.***1910.**

Sept. 29. Clerks.

Messengers.

Foremen of laborers.

Inspectors of work.

Janitors.

Engineers of public buildings.

30. Policemen.

Firemen.

Town of Norwood.

Policemen; on such date as may be ordered by the Civil Service Commission.

Town of Peabody.

Policemen; on such date as may be ordered by the Civil Service Commission.

*Pittsfield.***1910.**

- May 3. Clerks.
Messengers.
Foremen of laborers.
Inspectors of work.
Janitors.
Engineers of public buildings.
4. Policemen.

1911.

- Mar. 22. Firemen.

*Quincy.***1910.**

- Apr. 12. Clerks.
Messengers.
Policemen.
Firemen.
Foremen of laborers.
Inspectors of work.

1911.

- Jan. 20. Janitors.
Engineers of public buildings.

*Town of Revere.***1910.**

- Dec. 19. Policemen.
Firemen.

*Salem.***1911.**

- Jan. 9. Clerks.
Messengers.
Firemen.
10. Policemen.
Janitors.
Engineers of public buildings.
Foremen of laborers.
Inspectors of work.

Town of Saugus.

Policemen; on such date as may be ordered by the Civil Service Commission.

1910.*Somerville.*

- Nov. 1. Policemen.
Firemen.
25. Foremen of laborers.
Inspectors of work.
Janitors.
1911. Engineers of public buildings.
Jan. 18. Clerks.
Messengers.

1910.*Springfield.*

- May 12. Policemen.
13. Janitors.
1911. Engineers of public buildings.
Jan. 12. Firemen.
Feb. 15. Clerks.
Messengers.
Foremen of laborers.
Inspectors of work.

Town of Stoneham.

Policemen; on such date as may be ordered by the Civil Service Commission.

Town of Stoughton.

Policemen; on such date as may be ordered by the Civil Service Commission.

Town of Swampscott.

Policemen; firemen; on such date as may be ordered by the Civil Service Commission.

1910.*Taunton.*

- Oct. 17. Firemen.
Janitors.
Engineers of public buildings.
18. Policemen.
Foremen of laborers.
Inspectors of work.
19. Clerks.
Messengers.

Town of Wakefield.

Policemen; on such date as may be ordered by the Civil Service Commission.

1910.*Waltham.*

- June 3. Inspectors of milk.
 Call firemen.
 Oct. 3. Policemen.
 Dec. 22. Clerks.
 Messengers.
 Foremen of laborers.
 Inspectors of work.
 Janitors.
 Engineers of public buildings.

Town of Wellesley.

Policemen; on such date as may be ordered by the Civil Service Commission.

Town of Westfield.

Policemen; on such date as may be ordered by the Civil Service Commission.

Town of West Springfield.

Policemen; on such date as may be ordered by the Civil Service Commission.

1910.*Town of Winthrop.*

- Apr. 21. Policemen.

1910.*Woburn.*

- June 15. Firemen.
 16. Clerks.
 Messengers.
 Foremen of laborers.
 Inspectors of work.
 Policemen.
 Janitors.
 Engineers of public buildings.

1910.*Worcester.*

- Apr. 22. Truant officers.
 May 20. Supervisor of attendance.
 Sept. 23. Policemen.
 Oct. 7. Firemen.
 24. Foremen of laborers.
 Inspectors of work.
 Janitors.
 Engineers of public buildings.
 25. Clerks.
 Messengers.

INSTRUCTIONS TO APPLICANTS AND ELIGIBLES.

A person desiring to be examined for a position in the classified service should file an application on the prescribed blank, and a form for that purpose can be obtained at the office of the Commission, room 152, State House, Boston, or of the secretary of the local board of examiners in the city where he lives.

Applications for the service of the Commonwealth and of the city of Boston should be filed in the office of the Commission, Boston; if for service in any city other than Boston they should be filed with the secretary of the board of civil service examiners in such city.

Applications will be received at any time, and notice of the time and place of examination will be seasonably sent to each applicant. If unable to attend the first examination after applying, the applicant will, upon satisfactory explanation, be notified to attend the next examination, provided the next examination is held within two years from the date of filing the application.

The Commission cannot furnish information as to the course of preparation which applicants should follow (except as shown by the specimen examination papers printed in the annual report), nor can inquiries be answered in relation to cases which are not before the Commission for consideration, nor can decisions be made, except in the cases of actual applicants, upon questions respecting the application of the rules.

Notice will be sent by mail to each examined applicant of the result of his examination as soon after the examination as it is practicable to do so.

The names of persons who have passed the required examination will remain on the eligible list two years from the date of their certificate, unless dropped therefrom after certification three times, or removed from said list for cause.

The relative standing of any applicant as compared with that of others on the same eligible list may be changed by the addition of names of the persons who have obtained higher standing

at some more recent examination. Priority in date of examination does not give preference in certification.

Eligibles are certified in the manner prescribed by the civil service rules, and no action on their part can help such certification.

The Commission is unable to answer inquiries as to vacancies in the service, salaries, prospects of certification, appointment or promotion. Nothing is known of vacancies until requisitions are received to certify names for filling them, and it can only be generally said that the highest mark possible is 100, and that the nearer the applicant's mark is to 100 the more likely it is that his name will be reached for certification. It is wholly uncertain, therefore, when an applicant's name may be reached for certification, and it is useless to speculate on what his chances may be.

Applicants will save the Commission and themselves time and trouble by carefully reading the foregoing and preserving it for reference.

By order of the Civil Service Commission,

WARREN P. DUDLEY,

Secretary.

GENERAL ORDER AS TO EXAMINATIONS FOR
THE CLERICAL SERVICE.

[ADOPTED SEPT. 28, 1909.]

I. The subjects and weights of the examination for the clerical service shall be as follows:—

SUBJECTS.	Weights.
1. Spelling, (Consisting of twenty-five words.)	2
2. Letter-writing, (The letter to be on some topic given out for the first time at the examination.)	2
3. Handwriting, (Marked on copying of printed matter, containing figures as well as words.)	2
4. (a) Transcribing rough draft,	1
(b) Copying plain draft, (Marked on accuracy and speed.)	1
5. (a) Rapid computation, (Addition, subtraction, multiplication, decimals and simple percentage, one question each.)	1
(b) Arithmetic, (Including simple interest and simple percentage.)	1
Total weight,	10

II. (a) Unless an applicant shall attain 70 per cent. in handwriting (Subject No. 3), his other papers will not be marked.

(b) Applicants must attain at least 50 per cent. in each of the other subjects and a general average of 70 per cent. on the whole examination.

III. A time limit will be assigned, within which each subject must be completed. In the case of applicants who do not complete their paper within the prescribed time, a deduction will be made for the work omitted as well as for errors in the work done.

IV. Applicants who complete their copying plain draft (Subject No. 4b) within the time limit, and who attain 85 per cent. on this subject, will be given an additional credit of 5 per cent.

of the mark obtained as a credit for speed combined with accuracy: *provided, however*, that in no case shall the total per cent. exceed 100, and provided that in no case shall such additional credit be given unless the handwriting is clear and legible.

V. Applicants for positions in the clerical service in both the lower and the higher grades (Class 3, Grade A and Grade B) will be given the same examination, but no person on the eligible list, who attains a general average of less than 85 per cent., shall be entitled to be certified for positions having a salary of more than \$800 per year (positions within Class 3, Grade B), but such eligibles, as well as those who attain a general average of less than 85 per cent., may be certified for positions having a salary of \$800 or less per year (Class 3, Grade A), if they so elect.

PROMOTIONS IN THE CLERICAL SERVICE.

VI. An applicant who has attained a general average of 85 per cent. on his examination for the clerical service, and who has been appointed to the lower-grade clerical service, may subsequently be promoted, subject to the Civil Service Rules relating to promotions, to a position within Class 3, Grade B (*i.e.*, the higher grade clerical service), without further examination.

VII. A person designated for examination for promotion in the clerical service (other than those referred to in clause VI.) shall be given an examination on the same subjects as an applicant for original entrance, but with the addition of a paper on experience; and on the whole examination, including the experience paper, he shall be required to attain a general average of 85 per cent.

The experience sheet will be marked as follows: the mark obtained by the applicant at the examination for the list from which he was originally appointed will be taken as the starting point, and 6 per cent. additional will be added for each year's employment in the department or departments in which the applicant has served since appointment: *provided, however*, that in no case shall the experience mark exceed 100 per cent.; any period over six months and less than one year shall be reckoned as one year, and any period of service under provisional appointment, or probationary term, shall be taken into account in fixing the additional credit for experience.

Specimen "rough draft" referred to in examination papers of clerks and messengers.

It was predicted by ^{those} ~~the~~ who advocated the enactment ~~advocates~~ of the civil-service law that the temptation to make ^{needlessly} removal of the rules would disappear with the power to control appointments to ^{thus made} vacant positions. This prediction has been largely fulfilled. The ^{civil-service} act did not ^{intend that} ~~prevent~~ retaining incompetent persons in office. The ^{and its exercise for proper reasons} authority of removal is necessary for the efficiency and the discipline of the service. The power of removal is not affected by the (rules or the law) ^{but rather than} ~~except~~ that ~~removals~~ ^{not} shall be made for religious or political reasons. The results under the ~~new~~ system are ^{in every respect} more satisfactory than

Should be retained /
to public /
to.
to present /

old / under the ~~other~~ system.
in the rules / There are restrictions in regard
persons / to the reinstatement of ~~those~~
who have been ^{dismissed} ~~dismissed~~ for
delinquencies or misconduct,
while inefficient employees,
under the old system + persons
who should have been discharged
for delinquencies or misconduct ^{not only} were kept without
in office regard to their failings, but
dismissed / when some of them were discharged
for ^{proper} ~~good~~ reasons, they ^{often} had suf-
ficient ^{political or other} influence ^{to get back into} to return to
the service. Such reinstate-
ments cannot ^{now} be made under
civil service / the ~~present~~ rules

SPECIMEN EXAMINATION PAPERS.

[NOTE. — The following are merely sample papers of examinations given in the past. The Commission may at any time change the nature of the examination for any position, add other and different subjects, or omit any of the subjects herein given. In accordance with Rule 19 the Commission may require applicants for any position to pass a physical examination.]

CLERICAL SERVICE.

1. *Spelling.*
(Consisting of twenty-five words.)
2. *Letter-writing.*
[The letter to be on some topic given out for the first time at the examination. This exercise is designed chiefly to test the applicant's skill in English composition, knowledge of the use of punctuation marks and capitals, paragraphing, etc.]
3. *Handwriting.*
[Marked on copying of printed or typewritten matter, containing figures as well as words.]
4. (a) *Transcribing rough draft.*
(b) *Copying plain draft.*
[Copying about twenty lines of printed or typewritten matter, including figures. Marked on accuracy and speed.]
5. (a) *Rapid computation.*
Twenty minutes will be allowed for this exercise.

1. Add these *across*, placing the totals in the spaces indicated; then add the totals:—

Totals.					
16,832	21,265	17,234	18,875	20,085	11,762
15,293	17,294	16,872	5,570	29,864	17,554
13,846	17,286	9,237	18,765	21,392	22,876
16,450	18,642	27,436	18,778	19,464	3,285
8,287	18,643	21,299	17,694	19,648	22,342

2. Multiply 89,347,298 by 8,365. *Give the work in full.*
3. From 12,472,893,263 subtract 9,073,546,898. *Give the work in full.*
4. Divide 91.1471 by 2.365. *Give the work in full.*
5. What is $83\frac{1}{2}$ per cent. of \$3,672? *Give the work in full.*

(b) *Arithmetic.*

1. Add these *across*, placing the totals in the spaces indicated; then add the totals:—

Totals.					
21,378	14,265	18,356	6,542	13,656	
5,231	14,852	17,646	29,484	18,354	
16,323	20,017	6,947	19,989	23,365	
17,862	22,423	18,345	21,463	15,867	
21,165	19,854	8,276	27,658	21,347	

2. What is the sum of $\frac{2}{3}$, $\frac{7}{8}$, $\frac{14}{15}$ and $\frac{17}{60}$? *Give the work in full, using the lowest common denominator. The answer must be a mixed number.*
3. How many times will $5\frac{2}{3} \times 7\frac{3}{4}$ go in 790 $\frac{1}{2}$? *Give the work in full.*
4. Add fourteen and five ten-thousandths, twelve and fifteen thousandths, four and six tenths, seventeen and six hundred-thousandths; divide this amount by four thousandths, and subtract from the quotient ten thousand, two hundred seventy-two and seven-eighths. *Give the work in full. Solve by decimals.*
5. If 6,000 copies of a book of 150 pages require 30 reams of paper, how many reams will be required for 2,000 copies of 180 pages? *Give the work in full.*

6. If a man should sell a farm for \$4,200, he would gain 20 per cent. on its cost. Would he gain or lose, and how much per cent., if he should sell the farm for \$3,395? *Give the work in full.*
7. Find the interest on \$2,850 for 4 months and 20 days at the rate of 5 per cent. a year. *Give the work in full.*
8. On Jan. 1, 1909, a man borrowed \$1,620 at 6 per cent. simple interest. On what date will he owe \$1,863? *Give the work in full.*

INSPECTOR: WATER DEPARTMENT.

First Subject:

State how long you have resided in this city and what your trade or occupation has been since you began to earn your living.

If you have learned a trade, state where and under whom you learned it and how long you worked at it.

If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it.

State also any experience you may have obtained in business life or in the superintendence of others, either in public or private business.

If you are familiar with any foreign language, state what language it is.

Write not less than ten lines. Do not sign your name.

[On this the applicant is marked for clearness and correctness of statement, and for experience.]

Second Subject:

1. Write in figures the following number:—

One hundred eleven thousand three hundred six.

Write in words the number expressed by the following figures:—

49,852

2. Add the following column of figures:—

27,896

35,427

12,397

75,556

29,872

12,387

3. An army of 10,000 men lost 4,809 men in battle; how many men were left? *Give the work in full.*
4. How much will 72 barrels of flour weigh, if each barrel weighs 196 pounds? *Give the work in full.*
5. How many horses worth \$125 apiece must be given for a farm worth \$11,000? *Give the work in full.*
6. What will be the cost of 32 pounds of coffee at $28\frac{3}{8}$ cents a pound? *Give the work in full.*

Third Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

Fourth Subject:

Questions to test the applicant's knowledge of the water service, causes of waste, reading a water meter, etc.

INSPECTOR: HEALTH DEPARTMENT.

First, second and third subjects:—Letter-writing, spelling, handwriting, arithmetic.

Fourth Subject:

Questions relating to the duties of health inspector; contagious diseases; fumigation and purification; ventilation, disinfectants, etc.

[NOTE.—The Commission frequently certifies to fill these positions from the eligible list of applicants for police service.]

ALMONER, AGENT, INSPECTOR: DEPARTMENT OF OVERSEERS OF THE POOR.

First Subject:

Spelling.

Letter-writing.

Experience.

Second Subject :

1. Write in figures the following amount:—
Four thousand six dollars and nine cents.
Write in words the number expressed by the following figures:— 60,010
2. Add the following column:—

\$287.46
1,349.82
2,386.95
689.73
1,055.28
964.13
3. If the salaries of 2,010 teachers amount to \$1,055,752.50, what is the average salary of each? *Give the work in full.*
4. A farmer bought 25 cows at \$37.75 apiece, and a number of others at \$25 apiece; how many cows in the second lot, if the whole cost was \$4,668.75? *Give the work in full.*
5. A merchant sold $182\frac{1}{2}$ pounds of sugar, $12\frac{3}{4}$ pounds of cheese and $37\frac{1}{8}$ pounds of tea; how many pounds did he sell in all? *Give the work in full.*

Third Subject :

Handwriting: shown by copying printed matter.

Special Subject :

Questions relating to the settlement and pauper laws, or other suitable subjects.

VISITOR.

Practical questions have been prepared covering the following kinds of visiting. Please put a cross against the subject on which you wish to be examined. You may mark one additional subject if you wish.

- (a) Admission of children to support.
- (b) Babies.
- (c) Children under self-supporting age (not including babies).
- (d) Older girls.
- (e) Older boys.
- (f) Needy families.
- (g) Settlement and support.

Verbal Orders.

Directions.—The examiner will dictate two orders, of which the candidate is required to write down the substance on this sheet. Each order will be given once only, and the marking will be made on the substance, not the exact form, of the order. Do not write while the examiner is dictating, but listen attentively. Time will be given for writing each order before the next is dictated.

Letter-writing.

Write a letter, addressed to the overseers of the poor of a city, calling attention to a family of children needing care on account of the illness of the mother and the queer behavior of the father, who, you think, may be losing his mind. Fill in what details you will, describing conditions and home surroundings. *Write not less than fifteen nor more than thirty lines of matter. Sign your number, not your name.*

Arithmetic.

1. The number of families aided by the Boston overseers of the poor in seven successive years is given below. What was the average number per year? *Give the work in full.*

1897,	3,398
1898,	3,394
1899,	2,863
1900,	2,707
1901,	2,637
1902,	2,420
1903,	2,346

2. If it is decided that aged Mrs. G. must have a pension of \$4.25 a week, and her nephew agrees to give \$1.50 every fortnight, a former employer \$1 a month, the church \$6 every quarter year, and a private trust fund \$100 a year, how much a year must the department give or secure in order to make up the balance? *Give the work in full.*
3. Of 133 deserted wives asking help, all of whose children were under earning age, those with one child numbered 32, those with two children numbered 40, and those with

three children or more numbered 61. What percentage of the 133 is each of these groups? Carry percentage out two figures beyond decimal point. *Give the work in full.*

4. A boy earning his board in the country receives a present of 6 hens and a rooster. In three months he has paid \$1.15 for food for them, beside what was given from the table. He has sold 5 dozen eggs at $12\frac{1}{2}$ cents a dozen, 3 dozen at $16\frac{2}{3}$ cents a dozen, 5 dozen at $21\frac{1}{5}$ cents a dozen, 4 dozen at $27\frac{3}{8}$ cents a dozen. What is his net gain? *Give the work in full.*

Fitness and Experience.

This paper will be marked on the answers as a whole, and not according to the specific answers to the separate questions.

(In the statement here asked of you, please give in full all dates, periods of service, names, etc., which will enable the examiners to judge of your qualifications for the position or positions for which you apply.)

Write a statement in relation to yourself, covering the following points, using the following headings:—

Date of Birth.

Health.—Are you in robust health, sufficient for duties which require much walking and serious responsibility? How far are you accustomed to walk?

Education.—Name grammar, high or other school, or college, if any, and the years spent in each, and whether a graduate. Have you a conversational knowledge of any foreign languages? If so, what?

Training in Social or Charitable Work (as distinguished from experience).—Name the person or persons with or under whom you were trained. What, in your opinion, was of most value in this training?

Employment.—Have you worked for pay? State nature and length of employment, duties involved, whether trusted with confidential matters, the salary or compensation, and especially how you have been occupied during the last five years. To what do you attribute your success or failure in each employment?

A Personal Story.—Write out, from your own experience, if you have had such, your relations with a poor person or family to whom you tried to give help and guidance,

choosing the one or more of the seven following which falls under the kind or kinds of visiting on which you wish to be examined. (Two kinds are all you will have time for.) *For each kind chosen from the numbers below, please write but one story, not generalizing from several.*

- (1) A mother or father asking that one or more children be taken for support.
- (2) A baby cared for away from its parents.
- (3) A child from three to eleven cared for away from its parents.
- (4) A girl from twelve to sixteen; for example, one who has been untruthful, or indolent, or thievish, or in danger of being led away by bad companions.
- (5) A boy from twelve to sixteen, with the same inclinations as above.
- (6) A poor family living together, preferably one with children.
- (7) A person receiving public aid or support, with relatives who might help.

Describe the parents and children (or the other persons concerned) and the circumstances, and especially give in detail, but concisely, the methods adopted, the mistakes made, the failures or successes that ensued.

After each, give an estimate of the number of such personal problems in the treatment of which you have taken a part.

If you have not the special experience called for, please tell instead as many single histories concerning any persons with and for whom you have done any friendly, social or charitable work as there are kinds of visiting for which you apply.

Other Experience.— If you have had other experience, in home life or elsewhere, which in your opinion would tend to qualify you for a "Visitor," please give the facts concisely, noting the number or amount of each kind of experience you report.

To remind you of matters you might overlook, the following topics are given. Please write nothing about those where you have had no experience.

Care of infants, or dealing with boys or girls.

Care of the aged.

Care or nursing of the sick or crippled, whether children or adults. Contagious or nervous diseases. Describe the symptoms of any one disease you are familiar with.

Experience with persons given to the excessive use of alcoholic drinks, opium or other narcotics.

Experience with persons with mental defects or disease.

Household experience in the actual work of a house (men's work or women's work), in making clothing or making it over, in overseeing servants, paying household bills and proportioning expenditures.

Use of business methods (not already mentioned under employment), such as card catalogues or other indexes, telephoning, keeping accounts, life insurance policies, planning journeys.

Working with others for a common purpose, as on church, club, school, college or other committees, including those in charge of sports or entertainments. What has been your part in this? Did it include responsibility for getting others to do their part?

Teaching not already mentioned under employment. For example, as a volunteer in a social settlement or Sunday school or in an institution.

Older Girls. — Division D.

Practical Questions.

In answering the following questions, imagine yourself an employee of the department rendering public aid and responsible for the action taken.

You are advised to read all these questions before answering any, and to read each question again before writing.

Also, to avoid general statements; instead, use specific phrases, giving necessary detail concisely.

1. You are asked to take charge of Mary X., who is nearing her thirteenth birthday, and it is thought might now begin to earn. She is a stranger to you, but under the care of another visitor has been boarded by your department for three years with Mrs. S., in a town just beyond the suburbs, and is still at board there. What course would you take? Give successive steps, with your reasons.

2. Mrs. B. of Ellensville writes asking for a young girl to assist her in housework. As a help in determining whether to place a girl there you decide to write to Dr. W. of Ellensville, who is not one of her references, but who your friend, Mr. T. of Boston, has told you is a man of good judgment. Write such a letter as an answer to this question.
3. Margaret has been wayward and in a reformatory institution. She is now sixteen and has been placed by the department in a good home, where she can earn her living by housework. You find, as you become acquainted, that she dislikes the work bitterly, and does it in a lazy, half-hearted way, although she seems a girl of force and power. What are the things you would do? And why?
4. Jennie, unmarried, nineteen years old, who has been known to you and liked by you for two years, and is living at service, becomes pregnant. How would this affect your personal attitude toward her? What would you advise her to do?
5. What would indicate that a girl was being neglected? Abused? Overworked? Give reasons.

[NOTE. — Practical questions are given to applicants under examination for the other divisions.]

STENOGRAPHER-TYPEWRITER.

First Subject :

Copying printed matter, thus showing handwriting and accuracy in copying. Spelling: twenty words announced by the examiner.

Second Subject :

1. Write in figures the following number: —

One hundred three million four thousand two and thirty-one seventy-fifths.

Write in words the number expressed by the following figures: —

9,001,010.0012

2. Add these *across*, placing the totals in the space indicated; then add the totals:—

						Totals.
42,753	36,840	17,865	9,476	327,685	35,782	
36,415	32,264	74,322	3,482	22,690	24,969	
34,820	21,140	8,742	227,865	46,650	3,764	

- What is the sum of $\frac{23}{84}$, $\frac{5}{7}$, $\frac{5}{8}$, and $\frac{13}{21}$? *Give the work in full, using the lowest common denominator. The answer must be in a mixed number.*
- What is the cost of $19\frac{3}{4}$ tons of coal at $\$5\frac{3}{8}$ a ton? *Give the work in full. Use common fractions.*
- To fifteen and fifty-three thousandths add six and forty-six ten-thousandths, divide the amount by three-hundredths and subtract three hundred fifty and five-eighths. *Give the work in full. Use decimals.*
- What fraction multiplied by $3\frac{1}{4}$ equals $\frac{5\frac{1}{6}}{\frac{2}{5}}$? *Give the work in full.*
- How many cubic yards of stone are contained in a wall 214 feet 4 inches long, 9 feet high and 3 feet 4 inches thick? *Give the work in full.*
- If a pole $10\frac{1}{2}$ feet high casts a shadow $6\frac{1}{2}$ feet long, what is the height of a house which casts a shadow 39 feet long at the same hour? *Give the work in full.*
- By selling a house for $\$8,437.50$, I make a profit of $12\frac{1}{2}$ per cent.; what was the cost? *Give the work in full.*
- If a man sells a horse for $\$220$, he gains 10 per cent.; what per cent. will he gain or lose if he sells it for 10 per cent. less than $\$220$? *Give the work in full.*

Special Subject:

Shorthand writing and typewriting. Three tests of skill and accuracy in taking shorthand notes are given, one at the rate of 100 words, one at the rate of 120 and one at the rate of 150 words a minute. These notes are then transcribed by the use of the typewriting machine.

Typewriting printed matter, showing accuracy, speed, and technique.

Transcribing rough draft of a report, making corrected copy of a rough, unpunctuated letter, and tabulating.

MESSENGERS.

For positions as messengers, where the annual pay is at the rate of \$800 or less, the same examination as for the lower grade clerical service.

For positions as messengers, where the annual pay is at the rate of more than \$800, the same examination as for the higher grade clerical service.

PRISON SERVICE.*First Subject:*

Writing from memory the substance of matter orally communicated.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

1. State in general terms your occupation since you became of age, and any experience you may possess which will be of use, if you should receive an appointment in the prison service.
2. If you have ever served in the prison department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.
3. Have you ever been convicted of any offence against the laws of this or any other State or nation?
4. Have you ever been a dealer in intoxicating liquors, or a bar-tender? If so, when, where and for how long?
5. Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

6. Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?
7. If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.
8. Have you ever had the handling of men, either in public office or private employment?

Third Subject:

1. Write in figures the following amount:—
Seventy-two thousand forty-five dollars and sixty cents.
Write in words the number expressed by the following figures:— 21,015
2. Add the following column:—

\$2,986.43
3,789.96
1,987.49
2,834.97
1,996.84
2,487.69
3. A man with \$2,500 in his pocket buys 4,158 pounds of tea at \$0.58 a pound; how much money will he have left?
Give the work in full.
4. A man sold 816 houses at \$930 each; how many horses at \$316.20 each can he buy with the money he received for the houses? *Give the work in full.*
5. A man sold 12 horses, which cost him \$2,700, for \$3,132; how much did he gain on each horse? *Give the work in full.*
6. How many feet are there in $5\frac{3}{4}$ miles, there being 5,280 feet in a mile? *Give the work in full.*

Fourth Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

METROPOLITAN PARK POLICE.*

The same tests, educational, physical and in strength, as are applied to applicants for the police force of Boston.

FIRE DEPARTMENT OF BOSTON.

First Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

Write a letter to the Civil Service Commission, giving as complete an account as possible of your school experience; also of the various occupations in which you have been engaged since you began to earn your own living, the firm or corporation by whom employed, the exact nature of your duties in each case, the pay received and the length of time at each service. *Write not less than ten lines of matter. Sign the letter with your number, not your name.*

Have you ever done fire duty in any capacity, or been employed in any public office? If so, state when, where, how long, whether you were ever discharged for cause, requested to resign or resigned while under charges; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever had any other experience, which, in your opinion, particularly fits you for the fire service? If so, state the same fully.

* Each applicant for metropolitan park police service will be examined upon definitions of crimes, descriptions of legal papers and the duties of police officers, and he is entitled to receive from the Commission a pamphlet containing the necessary information, after filing his application.

When were you born? Give month, day and year.

Have you ever served in the army, navy or volunteer militia?

If so, name the vessel, or regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign. Give date of enlistment and discharge in each case.

Have you ever been convicted, fined, imprisoned or placed on probation for the violation of the laws of this or any other State or nation, or of the by-laws or ordinances of any city or town? If so, make a full statement of all cases, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been or are you now a dealer in intoxicating liquors, or a bar-tender? If so, when, where, for whom and for how long?

Do you hold a State license as engineer or fireman? If so, state the class and date of license.

Have you ever had the care of horses in a stable, and are you a skillful driver? If so, state names of employers, when and how long employed, kinds of teams you have driven and how many horses you have taken care of. Can you furnish certificates as to the same, and, if so, from whom?

Third Subject :

1. Write in figures the following number : —

Ten thousand sixteen dollars and three cents.

Write in words the number expressed by the following figures : —

11,006

2. Add the following column : —

\$2,743.14

1,967.42

3,742.87

658.45

1,592.18

1,898.09

3. A man paid \$2,750 for a farm, \$125 for drainage and \$87.75 for repairs; he then sold it for \$3,150.50. What was his profit by the transaction? *Give the work in full.*
4. A five-dollar bill was given to pay for 18 pounds of cheese at \$0.125 per pound. What change should the purchaser receive? *Give the work in full.*
5. How much coffee at 36 cents a pound can be bought for \$39.72? *Give the work in full.*

6. What will 125 pounds of sugar cost at $6\frac{2}{5}$ cents a pound?
Give the work in full.

Fourth Subject:

- * Questions relating to the duties of a fireman, as prescribed by the fire commissioner.

* Each applicant for fire service will be examined upon the duties of the office for which he applies, and he is entitled to receive from the Civil Service Commission a pamphlet containing the necessary information, after filing his application.

PHYSICAL EXAMINATION.

BOSTON FIRE SERVICE.

[The applicant will answer the six following questions.]

1. What is your full name?
2. What is your present address?
3. Where were you born?
4. What is the date of your birth?
5. What is your father's full name?
6. What is your mother's full name?

Certificate of Examining Physician.

1. EYES. Is the sight good? Reject if eyesight is below the following formula: $\frac{15}{20}$ vision with one eye and $\frac{15}{50}$ of the other; both eyes less than $\frac{15}{20}$.	
2. EARS. Is the hearing good? Reject for defective hearing.	
3. TEETH. Are the teeth insufficient or defective? Reject if the applicant has insufficient or defective teeth; provided, however, that if he furnishes within thirty days from such rejection a certificate from some reputable dentist that his teeth have been put in proper condition for mastication, his name will be placed on the eligible list.	
4. LUNGS. Are there any indications of disease of the organs of respiration or their appendages? Reject if any are found.	
5. HEART. Are there any indications of disease of the heart or of the blood vessels? Reject if any are found.	
6. SPINE. Is the spine crooked? Reject for crooked spine, either anterior or lateral.	
7. HANDS. Has the applicant lost either or both of his thumbs or any of his fingers? Reject for loss of thumb or any part thereof. Reject for loss of forefinger of either hand or any part thereof above the distal joint. Reject for loss of distal phalanx of any two fingers.	

<p>8. FEET. Is the applicant flat-footed, or has he any other malformation or disease of the feet, or has he lost any of his toes? Reject for malformation of a foot that would impair usefulness. Reject for weak arch, such as would be liable to break down. Reject for bunions, if large and show evidence of inflammation. Reject for loss of big toe. Reject for loss of toe or toes other than big toe, if such loss interferes with walking.</p>	
<p>9. HERNIA. Has the applicant hernia? Reject for either complete or incomplete.</p>	
<p>10. VARICOSE VEINS. Has the applicant varicose veins? Reject if found.</p>	
<p>11. OBESITY. Is the applicant obese? Reject for excessive weight over 200 lbs. when excess is due to fat, or for obesity whatever the weight. Reject if the applicant is extremely thin for his height.</p>	
<p>12. PHTHISIS, SCROFULA AND RHEUMATISM. Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula or rheumatism? Reject if found.</p>	
<p>13. SYPHILIS AND GONORRHEA. Does the applicant display any evidence of having or having had syphilis or gonorrhea? Reject if he displays any evidence of having or having had these diseases.</p>	

REMARKS.

I hereby certify that I have this day examined the above-named applicant, that the above is a truthful record of the examination, and that he is of robust constitution, and is , in my opinion, physically qualified to perform the duties of a fireman in the city of Boston.

, Examining Physician.

EXAMINATION IN STRENGTH.

Applicant for Fire Service.

[The applicant will answer the six following questions.]

1. What is your full name?
2. What is your present address?
3. Where were you born?
4. What is the date of your birth?
5. What is your father's full name? (Give name, whether living or dead.)
6. What is your mother's full name? (Give name, whether living or dead.)

IDENTIFICATION.				IDENTIFICATION—Con.			
Weight.	Height.	Ft.	In.				
(The examiner will check an appropriate description of the applicant from the following list.)							
HAIR.				MOUTH.			
Color,	<div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 5px;">{</div> <div> black, brown, auburn, blonde, streaked, gray, thick, thin, straight, curly, </div> </div>			Lips,	<div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 5px;">{</div> <div> thick, thin, upper, prominent, lower, " without border, with wide " angles, depressed, " elevated, " elevated. </div> </div>		
Appearance,							
FOREHEAD.				CHIN.			
<div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 5px;">{</div> <div> perpendicular, receding, bulging, broad, medium, narrow, low, high, </div> </div>				EXAMINATION IN STRENGTH.			
Color,	<div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 5px;">{</div> <div> unpigmented, yellow, orange, chestnut, maroon in circle, " general, pure maroon, </div> </div>						
EYES.							
Color,	<div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 5px;">{</div> <div> straight, concave, convex, horizontal, depressed, elevated, large, medium, small, </div> </div>						
NOSE.							
Base,	<div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 5px;">{</div> <div> straight, concave, convex, horizontal, depressed, elevated, large, medium, small, </div> </div>						
Size,	<div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 5px;">{</div> <div> straight, concave, convex, horizontal, depressed, elevated, large, medium, small, </div> </div>						
SCARS.				REMARKS.			
Face, Hands,							

I hereby certify that I have this day carefully and thoroughly examined the above-named applicant, and that the above is a truthful record of such examination.

Physical Inspector.

POLICE OF CITIES OTHER THAN BOSTON.

First Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

Write a letter to the mayor of the city, giving as complete an account as possible of your school experience; also of the occupations in which you have been engaged since you began to earn your own living, the firm or corporation by whom employed, and the length of time at each service.

Have you ever done police duty in any capacity, or been employed in any public office? If so, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever had any experience which, in your opinion, particularly fits you for the police service? If so, state the same fully.

When were you born? Give month, day and year.

Where were you born?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, for whom and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

In your opinion, what particular qualities should a good policeman possess?

Give your reasons for wishing to become a member of the police force.

Third Subject:

1. Write in figures the following number: —

Twenty thousand six hundred five.

Write in words the number expressed by the following figures: —

6,010

2. Add the following column: —

\$287.54

195.87

349.63

101.25

246.80

328.42

3. If a man's yearly income is \$1,200, and he spends \$20 a week, how much can he save in one year? *Give the work in full.*
4. How many hogs can be bought for \$1,076.25, if each hog cost \$5.25? *Give the work in full.*
5. What will $8\frac{2}{3}$ pounds of tea cost at 66 cents a pound? *Give the work in full.*
6. How many quarts of milk, at 7 cents a quart, will pay for 35 pounds of sugar at 5 cents a pound? *Give the work in full.*

Fourth Subject:

- * Questions relating to the duties of a police officer, definitions of crimes, descriptions of legal papers, statutory law, etc.

[NOTE. — Applicants will be required to pass a physical examination and an examination in strength, similar to those required of applicants for police service in Boston.]

* Each applicant for police service in any city will be examined upon definitions of crimes, descriptions of legal papers, and the duties of the office for which he applies, and he is entitled to receive from the Board of Examiners a pamphlet containing the necessary information, after filing his application.

DISTRICT POLICE. — INSPECTION DEPARTMENT.

First Subject :

Handwriting, letter-writing, experience.

Write a letter to the Governor, stating in detail what has been your training and experience. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it. State also if you have had any experience in architectural designing, drawing building plans, the construction of buildings, sanitary plumbing, or in the use or care of machinery. Give all facts which will enable the examiners to judge as to your qualifications for the position. *Sign the letter with your number, not your name.*

Second Subject :

1. Write in figures the following number : —
Fifteen million four thousand fifty-one.
Write in words the number expressed by the following figures : — 6,201,504
2. Add the following columns of figures : —

131,042
275,634
187,965
98,325
346,424
764,326
3. Add together $2\frac{7}{15}$, $4\frac{3}{8}$, $3\frac{1}{8}$. *Give the work in full*, using the lowest common denominator. Give the answer in mixed numbers.
Multiply $25\frac{2}{7}$ by $3\frac{1}{2}$. *Give the work in full.*
4. Add together 201.23, 36.5 and .693; divide the sum by 4, and subtract 18.59896 from the product. *Give the work in full.*
5. How many square yards are there in a plot of ground 165 feet long and 150 feet wide? *Give the work in full.*
6. How many cubic feet will there be in a tank 16 feet 3 inches long, 9 feet 6 inches wide and 6 feet deep? *Give the work in full.*

Third Subject :

Questions on the following subjects: Ventilation, sanitary plumbing, guarding machinery, safety devices on elevators, modes of egress in case of fire, devices and appliances for extinguishing fire, employment of women and children.

DETECTIVE FORCE OF DISTRICT POLICE.

First Subject :

Write a letter, addressed to the Civil Service Commissioners, stating in detail what has been your experience. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it. *Sign the letter with your number, not your name.*

Second Subject :

1. Write in figures the following number : —
Fifteen thousand seven hundred one.
Write in words the number expressed by the following figures : — 10,010
2. Add the following column of figures : —

26,954
17,683
10,857
18,642
25,395
32,963
3. If a man should buy a lot of land for \$20,000, and sell it for \$18,775, how much would he lose by the transaction?
Give the work in full.
4. If 35 hogs cost \$394 45, what is the cost of each hog?
Give the work in full.
5. When eggs cost 35 cents a dozen, what is the cost of 648 eggs? *Give the work in full.*
6. What will 45 pounds of sugar cost at $8\frac{1}{2}$ cents a pound?
Give the work in full.

Third Subject :

Questions relating to crimes, criminal processes, legal papers and methods of procedure which officers must know about in the prosecution of criminal cases.

POLICE FORCE OF BOSTON.

First Subject :

Copying a printed statement, thus showing handwriting and accuracy in copying.

Second Subject :

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

Write a letter to the mayor of Boston, giving as complete an account as possible of your school experience; also of the various occupations in which you have been engaged since you began to earn your own living, the firm or corporation by whom employed, and the length of time at each service.

Have you ever done police duty in any capacity, or been employed in any public office? If so, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever had any experience which, in your opinion, particularly fits you for the police service? If so, state the same fully.

When were you born? Give month, day and year.

Where were you born?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, for whom and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

In your opinion, what particular qualities should a good policeman possess?

Give your reasons for wishing to become a member of the police force of Boston.

Third Subject:

1. Write in figures the following amount:—

Ten thousand five dollars and two cents.

Write in words the number expressed by the following figures:—

9,002

2. Add the following column : —
- | | |
|--|------------|
| | \$1,865.43 |
| | 3,459.12 |
| | 1,865.42 |
| | 999.85 |
| | 2,394.12 |
| | 1,164.10 |
3. A man paid \$4,162.50 for a farm, \$137.50 for drainage and \$250.75 for repairs; he then sold it for \$4,850.50. What was his profit by the transaction? *Give the work in full.*
4. A ten-dollar bill was given to pay for 18.4 pounds of coffee at \$0.325 per pound. What change should the purchaser receive? *Give the work in full.*
5. How much coffee at 39 cents a pound can be bought for \$27.56? *Give the work in full.*
6. What will 220 pounds of sugar cost at $7\frac{2}{5}$ cents a pound? *Give the work in full.*

Fourth Subject:

- * Questions relating to the duties of a police officer, as prescribed by the Board of Police, definitions of crimes, descriptions of legal papers, statutory law, etc.

* Each applicant for police service will be examined upon definitions of crimes, descriptions of legal papers, and the duties of the office for which he applies, and he is entitled to receive from the Civil Service Commission a pamphlet containing the necessary information, after filing his application.

PHYSICAL EXAMINATION.

BOSTON POLICE.

[The applicant will answer the six following questions.]

1. What is your full name?
2. What is your present address?
3. Where were you born?
4. What is the date of your birth?
5. What is your father's full name?
6. What is your mother's full name?

Certificate of Examining Physician.

1. EYES. Is the sight good? Is the applicant color-blind? Reject if eyesight is below the following formula: $\frac{15}{50}$ vision with one eye and $\frac{15}{50}$ of the other; both eyes less than $\frac{15}{20}$.	
2. EARS. Is the hearing good? Reject for defective hearing.	
3. TEETH. Are the teeth insufficient or defective? Reject if the applicant has insufficient or defective teeth; provided, however, that if he furnishes within thirty days from such rejection a certificate from some reputable dentist that his teeth have been put in proper condition for mastication, his name will be placed on the eligible list.	
4. LUNGS. Are there any indications of disease of the organs of respiration or their appendages? Reject if any are found.	
5. HEART. Are there any indications of disease of the heart or of the blood vessels? Reject if any are found.	
6. SPINE. Is the spine crooked? Reject for crooked spine, either anterior or lateral.	
7. HANDS. Has the applicant lost either or both of his thumbs or any of his fingers? Reject for loss of thumb or any part thereof. Reject for loss of forefinger of either hand or any part thereof above the distal joint. Reject for loss of distal phalanx of any two fingers.	

8. FEET. Is the applicant flat-footed, or has he any other malformation or disease of the feet, or has he lost any of his toes? Reject for malformation of a foot that would impair usefulness. Reject for flat feet or weak arch, such as would be liable to break down. Reject for bunions, if large and show evidence of inflammation. Reject for loss of big toe. Reject for loss of toe or toes other than big toe, if such loss interferes with walking.	
9. HERNIA. Has the applicant hernia? Reject for either complete or incomplete.	
10. VARICOSE VEINS. Has the applicant varicose veins? Reject if found.	
11. OBESITY. Is the applicant obese? Reject for excessive weight over 200 lbs. when excess is due to fat, or for obesity whatever the weight. Reject if the applicant is extremely thin for his height.	
12. PHTHISIS, SCROFULA AND RHEUMATISM. Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula or rheumatism? Reject if found.	
13. SYPHILIS AND GONORRHEA. Does the applicant display any evidence of having or having had syphilis or gonorrhea? Reject if he displays any evidence of having or having had these diseases.	

REMARKS.

I hereby certify that I have this day examined the above-named applicant, that the above is a truthful record of the examination, and that he is of robust constitution, and is , in my opinion, physically qualified to perform the duties of a policeman in the city of Boston.

, Examining Physician.

EXAMINATION IN STRENGTH.

Applicant for Police Service.

[The applicant will answer the six following questions.]

1. What is your full name?
2. What is your present address?
3. Where were you born?
4. What is the date of your birth?
5. What is your father's full name? (Give name, whether living or dead.)
6. What is your mother's full name? (Give name, whether living or dead.)

IDENTIFICATION.				IDENTIFICATION — CON.			
Weight.	Height.	Ft.	In.	<div style="text-align: center;">MOUTH.</div> <div> <div>Lips,</div> <div> { thick, thin, upper, prominent, lower, " without border, with wide " angles, depressed, " elevated, </div> </div> <div style="text-align: center;">CHIN.</div> <div> { straight, receding, projecting, square, oval, </div>			

I hereby certify that I have this day carefully and thoroughly examined the above-named applicant, and that the above is a truthful record of such examination.

Physical Inspector.

DRAW-TENDER OF BRIDGES.

First Subject:

The answers to the questions on this sheet will be marked under the head EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

How long have you followed that trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

Have you ever been a draw-tender or assistant draw-tender? If so, state when, where, for how long, and, if you have left the position, why you left it.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you had any other experience which, in your opinion, fits you for the position you seek? If so, state the same fully.

Can you pull and manage a row-boat?

Are you an expert swimmer, and can you furnish certificates of the same, signed by competent persons?

Do you hold a State license as an engineer? If so, what is the date of it?

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

What is the date of your birth?

Where were you born?

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever been foreman or sub-foreman in charge? If so, state when, where, how long and for whom you worked, and the kind of work.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Second Subject:

1. Write in figures the following number: —

One thousand five hundred sixty-three.

Write in words the number expressed by the following figures: —

12,207

2. Add the following column of figures: — 1,743

876

1,427

3,764

998

2,507

3. Suppose you have under you 36 men at \$1.75 per day; a rain-storm prevents them from working the last half day. What will be the amount of their pay for that day? *Give the work in full.*
4. If you have a pile of 10,000 bricks, and take away 7,550 of them, how many will be left? *Give the work in full.*
5. When stone is worth 88 cents a yard, how many yards can be bought for \$37.85? *Give the work in full.*

Third Subject:

Foremen and Inspectors in the water department.

Questions on trench work, pipe-laying, measurements and materials.

Foremen and Inspectors in the sewer department.

Questions relating to the different kinds of sewers, the preparation and use of cement and other materials, and trench work.

Foremen and Inspectors in the departments of streets, parks, cemeteries and public grounds.

Questions on street, road and sidewalk building, cart measurement, grade-stakes, etc.

Foremen and Inspectors in the street cleaning department.

Questions relating to cleaning streets.

Foremen and Inspectors in the sanitary department.

Questions relating to the handling of ashes, offal, etc.

Fourth Subject:

Foremen and Inspectors in all the departments except street cleaning and sanitary.

Questions on ledge work, and the care and use of explosives.

Foremen and Inspectors in the street cleaning and sanitary departments.

Questions relating to the handling and care of horses.

Fifth Subject:

Foremen and Inspectors in the departments of streets, parks, cemeteries and public grounds.

Questions on drainage.

Foremen and Inspectors of masonry.

Questions relating to construction of brick and stone masonry.

SUB-FOREMAN OF LABORERS.

First Subject:

State your occupation during the past ten years, the names and residences, so far as you remember, of your employers during that period.

Have you ever been foreman or sub-foreman in charge? If so, state when, where, and under whom you worked, and the kind of work in which you were employed.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever done any ledge work, or had the handling or care of explosives? If so, state when, where and for how long.

[On these statements the applicant is marked for experience only.]

Second Subject :

1. Write in figures the following : —
One hundred and sixty-three dollars and twelve cents.
2. If you receive 23 loads of gravel one day, 34 loads the next, and 17 loads the next, how many loads will you then have in all? *Give the work in full.*
3. If you have \$45 and pay out \$27 for rent and other expenses, how much will you have left? *Give the work in full.*
4. If a cubic yard of stone costs 88 cents, how many yards can be bought for \$39.60? *Give the work in full.*
5. What wages, at \$1.75 per day, would be due a laborer, he having worked an entire week of six days, except one half day? *Give the work in full.*

Third Subject :

Questions relating to general work ; the use of tools, reading grade-stakes, tallying, etc.

Fourth Subject : (Not obligatory.)

Questions on ledge work ; the tools used, care and use of explosives, etc.

Fourth Subject :

Sub-foremen in the street cleaning department.

Questions relating to the handling and care of horses.

BUILDING INSPECTORS.

First Subject :

Handwriting, letter-writing, experience.

Write a letter, addressed to the Civil Service Commissioners, stating in detail what has been your experience. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it. State also if you have had any experience in architectural designing, drawing building plans, or the construction of buildings. Give all facts which will enable the examiners to judge as to your qualifications for the position. *Write not less than ten lines of matter. Sign the letter with your number, not your name.*

Second Subject :

Arithmetic.

Third Subject :

Questions relating to brick and stone masonry, carpentry and iron work.

Knowledge of construction as shown by drawing plans to scale.

JANITORS, ENGINEERS AND PERSONS HAVING CHARGE OF SCHOOL
OR OTHER PUBLIC BUILDINGS, OR OF THE HEATING APPARATUS
THEREOF, IN ANY CITY.

First Subject :

The answers to the questions on this sheet will be marked under the head EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position you seek, state the same fully.

When were you born?

Where were you born?

Have you ever had the charge or care of any building, public or private? If so, state the kind of building, its size, where located, and how long you had the charge or care of it.

Have you had any experience in taking care of furnaces or heating apparatus? If so, state when and where, the kind of building heated, how long you were so employed, and what kind of heating apparatus was used.

Do you now hold a State license as an engineer or fireman? If so, give class and date of license.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Second Subject :

Arithmetic: Five questions, including addition, subtraction, multiplication, division, and the reading and writing of numbers.

Third Subject :

Copying a printed statement, thus showing handwriting and accuracy in copying.

Fourth Subject :

Questions relating to the care and handling of furnaces, gas, water supply, etc., ventilation and sanitary matters.

[Each applicant for appointment to a position as engineer is required to exhibit a license from a State Inspector of Steam Boilers.]

[Each applicant for appointment to a position as janitor of a school building where steam heat is used will be required to exhibit a license from a State Inspector of Steam Boilers.]

FIREMEN IN CITIES OTHER THAN BOSTON.

The examination of applicants for positions as call firemen in cities other than Boston includes :—

1. A pass test in reading and writing, being merely copying in writing a few lines of printed matter.

2. Experience sheet.

3. A physical examination and a strength test.

Equal weight to be given to subjects 2 and 3.

The examination of applicants for positions as permanent firemen includes four subjects, as follows :—

1. Accuracy and government paper, with a weight of	2
2. Experience paper, with a weight of	4
3. Knowledge of duties and local data, with a weight of	4
	<hr/>
	10
4. A physical examination and a strength test, with a weight of	15
	<hr/>
Total	25

[NOTE.—The physical examination and examination in strength will be similar to those given to applicants for fire service in Boston.]

Subject 1 includes one paper, divided into the following topics :—

(a) Accuracy test (consisting of copying in writing a few lines of printed matter, and of writing orders from dictation).

(b) Simple questions in government.

Subject 2 includes :—

Paper containing detailed questions as to applicant's experience and record, both as fireman and otherwise. (If he desires to apply as a driver, questions as to his knowledge of horses, care of horses and driving; if he desires to apply as an engineer, questions as to his knowledge of and experience with steam engines, or the presentation of State license.)

Subject 3 includes :—

Practical questions relating to the duties of firemen, local data, etc.

TRUANT OFFICERS.

First Subject :

Copying printed statement.

Spelling.

Second Subject :

The answers to the questions on this sheet will be marked as a whole under the head of EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list.*

1. How long have you resided in this city?
2. Where and in what schools or college did you obtain your education?
3. Give as complete an account as possible of the various occupations in which you have been engaged since you began to earn your own living, the person, firm or corporation by whom employed, the exact nature of your duties in each case, the pay received, and the length of time of each service.
4. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it.
5. Are you familiar with any foreign language? If so, state what language it is, and whether you can read, write and speak it.

Do not sign your name.

Have you ever been employed in the service of the United States, or of any State, county, city or town? If so, state what office you held, when, where, how long you served, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever served in the army or navy of the United States, or in the volunteer militia? If so, name the regiment and company or vessel, and state when, how long, and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever had the handling or supervision of other persons, either in public office or private employment? If so, state how many, and in what kind of work.

Have you ever been convicted of any offence against the laws or ordinances of this or any other State, city, town or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. *If you are a total abstainer, state how long you have abstained.*

What is the date of your birth?

Third Subject :

Arithmetic, including addition, subtraction, multiplication and common fractions.

Fourth Subject :

Letter writing.

Subject for Letter. — If you were a truant officer, what conditions of the house and family in which a delinquent child, under sixteen years of age is found, would induce you to apply to a court for a warrant or summons to bring the child to court and complain of him for being a truant or an absentee from school?

What means might be used which might result in the child continuing in school, thus preventing the necessity of asking the court for a warrant or summons?

Fifth Subject :

1. (a) What children may a manufacturer legally employ in his factory, and what steps must he take to make his employment of children legal?
- (b) What is prima facie evidence of the illegal employment of a child in a factory?
- (c) What children may a farmer legally employ on his farm, and at what times of day?
2. If a truant officer finds a minor child at work in a factory, what course should he pursue, and what are his rights and duties in case he finds the employment to be illegal?

3. What is an habitual truant, and what course may a truant officer pursue if he finds an habitual truant on the public street at 5 o'clock in the afternoon?
 4. What course may a truant officer pursue if he finds a child of twelve years of age, who is not an habitual truant, at home during school hours?
 5. What court of law in Boston would you have resort to in case you found a violation of the school attendance law or truant law, and how would you bring the fact of such violation before the court?
 6. When may a truant officer act without a warrant?
 7. (a) Children of what age are required to attend school?
(b) For what time are they required to attend?
(c) Under what circumstances is a child prohibited by statute from attending school?
 8. What is the legal obligation of a truant officer having a child under his control, with reference to the child's attendance at school?
-

SUPERINTENDENTS AND ASSISTANT SUPERINTENDENTS.

Handwriting, spelling, letter-writing, arithmetic, experience and knowledge of duties.

GRADES OF THE CIVIL ENGINEERING FORCE.

Grade A, or rodmen: To include chainmen, rodmen and all assistants under whatever designation, except draughtsmen, whose maximum pay does not exceed the rate of \$800 per annum.

Grade B, or instrument men: To include transitmen, levellers and all assistants under whatever designation, except those covered by Grades A and E, and whose maximum pay does not exceed the rate of \$1,100 per annum.

Grade C, or assistant engineers (junior grade): To include engineers and surveyors in responsible charge of work and engineers in charge of designing, whose maximum pay does not exceed the rate of \$1,600 per annum.

Grade D, or assistant engineers (senior grade) : To include all engineers whose pay exceeds the rate of \$1,600 per annum.

Grade E, or draughtsmen (junior grade) : To include all assistants whose duties are chiefly those of draughting and whose rate of pay does not exceed \$800 per annum.

Grade F, or draughtsmen (senior grade) : To include all assistants whose duties are chiefly those of draughting and whose pay is at the rate of over \$800 and does not exceed \$1,300 per annum.

RODMAN.

Handwriting ; shown by copying printed matter.

Spelling ; twenty words, announced by one of the examiners.

Education and experience.

The answers to the questions on this sheet will be marked under the heads of EDUCATION and EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is the date of your birth?

State what grammar school, high school, technical school or college you have attended, the dates and length of attendance, the studies pursued and diplomas taken. State any other facts regarding your education which you think may be of service to the examiners.

Have you had any practical experience in the duties of the position for which you apply? If you have, state the particular position or positions you have held ; the nature of your duties in each case ; where, when, how long and under whom (giving accurately the name and address) you have been so employed.

Are you employed at present? If you are, give the name and address of your employer, state the nature of your duties and the length of time you have held this position. If you are not employed, state how long you have been without employment and the cause for which you last ceased work.

Arithmetic, — including common and decimal fractions, percentage, square root, mensuration of rectangular surfaces and solids.

Sample Questions.

1. Add 467 feet $8\frac{1}{2}$ inches, 27 feet $9\frac{7}{8}$ inches, 510 feet $4\frac{1}{8}$ inches and 102 feet $6\frac{3}{8}$ inches, and from the sum subtract 299.52 feet, giving the answer to the nearest eighth of an inch.
2. Multiply two hundred fifty-seven ten-thousandths by forty-nine thousandths.
3. Divide 2,880 by .0036.
4. Add $\frac{1}{11}$, $\frac{1}{2}\frac{2}{5}$ and $\frac{5}{5}\frac{3}{5}$, and reduce the sum to a decimal fraction carried to five places of decimals.
5. A dry brick weighing 4 pounds 6 ounces was immersed in water for twenty-four hours, at the end of which time it was found to weigh 5 pounds $0\frac{1}{2}$ ounce; what per cent. of its own weight was absorbed?
6. A square plot of ground contains 108,900 square feet; what is the length of a side?
7. A rectangular piece of land, 210 feet 3 inches long and 50 feet 9 inches wide, has a ditch 6 feet wide and 4 feet deep, which was dug inside the boundary lines, said lines being the outer edge of the ditch. How many cubic yards of material were removed from the ditch?

Algebra. To and including the solution of simultaneous equations of the second degree.

Sample Questions.

1. Multiply $\left(x^2 - \frac{x}{3} + \frac{1}{4}\right)$ by $\left(\frac{x}{2} + \frac{1}{4}\right)$.
2. Divide $256 a^3 b c^2 x^3$ by $-16 a^2 c x^2$.
3. Divide a distance of 1,000 feet into three parts, — A , B and C , such that A shall be 72 feet longer than B and 100 feet shorter than C . Solve by algebraic method.
4. Solve the equation $2\sqrt{x} + \frac{2}{\sqrt{x}} = 5$.
5. A rectangular field contains 40,960 square feet. If its length were increased by 65 feet and its breadth by 50 feet, its area would be increased by 26,450 square feet. Find the length and breadth of the field.

Geometry. The applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes. *Demonstrations of theorems will not be required.*

Sample Questions.

1. One interior angle of a certain triangle contains $43^{\circ} 19' 40''$, a second interior angle contains $105^{\circ} 59' 20''$; what is the value of the remaining angle?
2. Choose any three points on paper, and by aid of a sketch explain how, by geometrical construction, you would find the centre of a circle passing through them.
3. What is the length of the circumference of a circle which would enclose an area of 5,000 square feet? $\pi = 3.1416$.
4. If a field have two parallel sides, one of them 356 feet long and the other 407 feet long, the perpendicular distance between them being 96.5 feet, what is the area of the field?
5. A stone in the form of a pyramid 3 feet high, with its base a square 30 inches on a side, will weigh how much, assuming 150 pounds weight to the cubic foot?

Duties. Questions relating to the construction and use of rods, tapes, verniers and other implements and devices. Details of the work of rodmen in the field and office. Definitions of technical terms.

Tracing. Tracing cloth and a plan or a drawing of some engineering structure are furnished the applicant, who will be required to make a tracing in India ink.

INSTRUMENT MAN.

Handwriting. }
 Education and experience. } Same as Grade A.

Algebra. To and including the solution of simultaneous equations of the second degree.

Sample Questions.

1. Simplify, as far as possible, the expression
$$\frac{x-1-\frac{12}{x+3}}{x-5+\frac{12}{x+3}}$$
2. Solve the equation $\left(\frac{a}{b} + \frac{b}{a}\right)x - \left(\frac{a}{b} - \frac{b}{a}\right) + 2x = a$.
3. The circumference of the hind-wheel of a carriage is greater by 4 feet than that of the fore-wheel. In travelling 1,200 yards, the fore-wheel makes 75 revolutions more than the hind-wheel. Find the circumference of each wheel.

4. A man has two square lots of unequal size, together containing 15,025 square feet. If the lots were contiguous, it would require 530 feet of fence to embrace them in a single enclosure of six sides. Find the area of each lot.
5. Solve, for either x or y , the simultaneous equations

$$\begin{cases} x^2 + 3y^2 = 28 \\ x^2 + 2y^2 + xy = 16 \end{cases}$$

Geometry. The applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes. *Demonstrations of theorems will not be required.*

Sample Questions.

1. The altitudes of two equilateral triangles are respectively as 3 to 4. Find the ratio of their areas, and give your reasoning.
2. Show how, by geometrical construction, you would divide a given straight line into any required number of equal parts. Give the reasoning upon which you base your construction.
3. Find the length of the perimeter of an equilateral triangle which would enclose one acre.
4. A metal cylinder 5 feet long and 8 inches in diameter is turned down in a lathe to a diameter of 6 inches. Find the total weight of metal removed, assuming 450 pounds per cubic foot.
5. A cone measures 32 feet around the base, and the length of its slope is 8 feet. Find the number of cubic yards it contains.

Trigonometry. Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.

Sample Questions.

1. What do you understand by the cosine of an angle? By the tangent? By the versed sine? The sine of a certain angle is $\frac{1}{3}$; compute its cosine. What is the cosine of 135° ?
2. What do you understand by the base of a system of logarithms? What is the base of the common system? In the common system, what is the logarithm of 1? Of 1,000? Of 0.01?
3. Compute by logarithms:

$$\frac{3.7096 \times 286.51 \times 0.2956}{1633.72}; (23.8464)^3; \sqrt[3]{0.0042937}.$$

4. In a right-angled triangle the hypotenuse measures 154 feet, and one of the acute angles $49^{\circ} 53'$. Compute, by natural functions, the lengths of the sides ; determine also the area of the triangle.
 5. In an oblique triangle, the angle B measures $19^{\circ} 21' 40''$, the angle A $103^{\circ} 35'$, and the side opposite B 87.36 feet. Compute, by logarithms, one of the remaining sides.
- Duties.** Questions relating to the details of the work of the second man in a surveying party, in the field and office, including the construction, adjustment, care and use of the transit and level ; compass and stadia surveying ; details of surveying and leveling, keeping field notes, measuring and computing earth work. Definition of technical terms.
- Plotting.** Plotting a survey by co-ordinates from field notes, inking-in plot and lettering a title.

Sample Question.

Plot accurately on a scale of 20 feet to an inch, the survey of a lot of land given in the following notes : —

Station.	Bearing.	Distance.
1.	N. $35^{\circ} 0'$ E.	108.00 feet.
2.	N. $83^{\circ} 30'$ E.	51.60 “
3.	S. $57^{\circ} 0'$ E.	88.80 “
4.	S. $34^{\circ} 15'$ W.	142.00 “
5.	N. $56^{\circ} 30'$ W.	129.20 “

Ink-in the plot, mark the bearing and length of each side, and letter the following title, making your own arrangement :
 “ Plan of land belonging to John Smith, December, 1897.
 Scale, 20 feet to an inch.” (Arrange and space all letters, and finish enough in each line to show your skill.)

ASSISTANT ENGINEER, JUNIOR GRADE.

Education and experience. Same as Grade A.

Algebra. To and including the solution of simultaneous equations of the second degree.

Sample Questions.

1. Find, in as simple form as possible, the value of

$$\left(\frac{2}{3y^2} - \frac{2}{xy} + \frac{3}{2x^2} \right) \div \left(\frac{2}{3y^2} - \frac{3}{2x^2} \right)$$

2. Increase the length of a given rectangle 2 feet, and its width 1 foot, and its area is increased 12 square feet. On the other hand, diminish its length 3 feet, and its width 2 feet, and its area is diminished 11 square feet. What is the perimeter of the rectangle?
3. Francis' formula for the discharge over suppressed weirs is $Q = 3.33 l h^{\frac{3}{2}}$, in which, if l and h are in feet, Q is in cubic feet per second. If h be 0.324 foot, what value of l will correspond to 5.37 cubic feet per second for Q ?
4. A boat's crew rowed down stream 7 miles and back in 3 hours 20 minutes. The velocity of the current was 2 miles per hour. How many miles per hour would the crew make in still water?
5. Two loans, together amounting to \$45,000, are made at different rates of interest, but the amounts borrowed are such that the respective annual interest payments are equal. If the first loan were to be charged the second's rate of interest, its annual payment would be \$800; and if the second loan were to be charged the first's rate of interest, its annual payment would be \$1,250. Find the respective rates of interest.

Geometry. The applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas, and volumes. *Demonstrations of theorems will not be required.*

Sample Questions.

1. Explain, by reference to a sketch, how you would divide a line that is 26 inches long into three parts proportional to the numbers 2, $\frac{3}{4}$, $\frac{1}{2}$. Compute also the lengths of the respective parts.
2. A hexagonal bar of steel, 10 feet 3 inches long, measures 12 inches around the perimeter of a right section. What is the weight of the bar, at 490 pounds per cubic foot?
3. A trapezoidal lot of land, 120 feet in length, measured perpendicularly between its parallel ends, tapers uniformly and equally on both sides from a width of 24 feet at one end to 14 feet at the other end. Where should it be cut transversely, that is, parallel to the ends, so as to make two pieces of equal area?
4. The base of a pyramid contains 144 square feet. A plane parallel to the base and four feet from the vertex cuts a section containing 64 square feet. What is the height of the pyramid?

5. A hollow cylinder 4 feet in diameter and 15 feet long, lying upon its side, is filled with water until the latter touches two-thirds of the circumference, at which time it is also within 1 foot of the top. How much water does the cylinder then contain?

Trigonometry. Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.

Sample Questions.

1. The value of the sine of a certain angle is $\frac{1}{3}\sqrt{3}$. Without using tables, find the value of cosine, tangent, cotangent, secant and cosecant, and show clearly your method.
2. Three times the sine of a certain angle is equal to twice the square of the cosine of the same angle. What is the angle?
3. By logarithms obtain the value of the following expression:

$$\frac{(0.68291)^{\frac{5}{2}} \times \sqrt{5.9546} \times \sqrt[3]{61.2}}{\sqrt[5]{298.543}}$$

4. Two tangents to a circular curve of 3,000 feet radius intersect so as to include an interior angle of $157^{\circ} 8'$. Find the length of either tangent from point of contact with curve to point of intersection, using natural functions.
 5. A distance AB across a stream is to be determined. A base line AC , 200 feet long, is measured off on one bank, sights are taken from each end of it to B , and the angles which the lines of sight make with the base are measured, A being $104^{\circ} 53'$ and C $58^{\circ} 11'$. Compute the distance AB , using logarithms.
- Duties. Questions relating to the work of the head of an engineering field party, including the special work of surveying in cities, giving lines and grades for construction, measuring and estimating earth, rock and quantities in engineering structures; definition of technical terms; surveying problems.
- Engineering theory. Elementary principles of mechanics, hydrostatics and hydraulics, and their application to simple problems. Problems in surveying.
- Loomis's tables of logarithmic and natural functions will be furnished for use in this examination, and no other tables will be permitted to be used.

Sample Questions.

(Applicants are required to answer but three questions.)

1. The notes of a survey and the calculated latitudes and departures are as follows:—

Stations.	Bearings.	Distances.	Latitudes	Departures.
1.	N. 30° 0' E.	328.68	284.64	164.34
2.	N. 57° 45' E.	306.90	163.78	259.54
3.	S. 39° 30' E.	396.00	305.58	251.87
4.	S. 37° 15' W.	391.38	311.53	236.92
5.	N. 69° 15' W.	465.96	165.07	435.78

Balance the survey, give the error of closure and calculate the area.

2. Two streets intersect at an angle of 42° 28'. It is desired to ease the acute-angled intersection, making the street boundary a circular curve of ten feet radius, tangent to the street lines. Give the area of the land to be taken, and the length of each line bounding it.
3. What should be the cross-section of a yellow pine beam 12 feet long, supported at both ends, to sustain with safety a centre load of 5,000 pounds?

What should be the cross-section if the load is uniformly distributed?

If a beam of the same length is fixed at one end only, and has the same load concentrated at the other, what should be the cross-section?

Assume for all cases an extreme fibre strain of 1,250 pounds per square inch. The moment of inertia of a rectangle is $\frac{bh^3}{12}$.

4. Compute the number of square yards of paving in the road bed of a section of a curved street 30 feet wide, the radius of the centre line being 175 feet and the angle at the centre being 47 degrees.
5. A rectangular wall 10 feet high, weighing 140 pounds per cubic foot, would need to be how thick in order to be stable against overturning, if exposed to the pressure of water standing level with its top on one side only?
6. Compute the tension in pounds per square inch in the metal of a water pipe, if the metal be $\frac{1}{2}$ inch thick, the inside diameter of pipe 2 feet, and the water pressure that due to a static head of 207 feet.

7. The diameter of a steam engine cylinder is 9 inches, the length of crank 10 inches, the number of revolutions per minute 110, and the mean effective pressure of the steam 35 pounds per square inch. Find the indicated horsepower.

Materials and methods of construction. Properties and characteristics of the various materials used in engineering construction; proper tests to be applied to ascertain their strength and other qualities; methods employed in preparing and placing the materials in the work; definition of technical terms.

The questions which have been given have related to stone and brick masonry, methods of laying and bonding various classes of masonry, and the qualities of the several materials entering into their construction; to the different kinds of hydraulic cements, their strengths and methods of testing; to concrete, the proper proportions of the several ingredients and methods of mixing and depositing under different conditions; to the different kinds of roads and pavements, the materials used and methods of building; to the properties and characteristics of cast iron, wrought iron and steel, to the uses for which each is best adapted, and to their strengths and methods of testing the same. Definition of technical terms in common use in engineering specifications.

ASSISTANT ENGINEER, SENIOR GRADE.

Education and experience. Same as Grade A.

Trigonometry. Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.

Sample Questions.

1. The value of the tangent of a certain angle is $\frac{5}{12}$. Without using tables, find the value of sine, cosine, cotangent, secant and cosecant, and show clearly your method.
2. Water runs 42 inches deep in a 48-inch circular conduit. What is the area of the water section?
3. By logarithms obtain the value of the following expression: —

$$\frac{(0.68291)^{\frac{3}{2}} \times \sqrt{5.9548} \times \sqrt[3]{61.2}}{\sqrt[5]{298.543}}$$

4. Two tangents to a circular curve of 2,900 feet radius intersect so as to include an interior angle of $157^{\circ} 8'$. Find the length of either tangent from point of contact with curve to point of intersection, using natural functions.
5. A distance AB across a stream is to be determined. A base line AC , 220 feet long, is measured off on one bank, sights are taken from each end of it to B , and the angles which the lines of sight make with the base are measured, A being $104^{\circ} 53'$ and C $58^{\circ} 11'$. Compute the distance, AB , using logarithms.

Engineering theory. Same as Grade C.

Materials and methods of construction. Same as Grade C (*except for surveyors**).

Designing. This subject requires the applicant to make a complete design of an engineering structure in the particular line of work in which he is engaged, or in which he seeks employment, and to answer pertinent questions as to the actual work of construction. Data to the extent usually available in actual practice will be given, and from these the applicant must make the necessary computations, prepare plans and sketches, showing clearly his design, and write a brief specification of the work to be done, the whole to be in sufficient detail to enable a definite proposal to be made for building the proposed structure.

At the beginning of his second day's work each applicant has been required to announce his choice of some one of the following optional subjects upon which he elected to be examined:—

- (1) Design for a plate girder bridge.
- (2) Design for a through truss highway bridge.
- (3) Design for a bridge abutment of masonry, with wing walls.
- (4) Design for a street intersection.
- (5) Advanced surveying, and surveying problems.
- (6) Design for the cross-section of a trunk sewer.
- (7) Design for a system of separate sewers.
- (8) Design for State road.

* For surveyors (instead of materials and methods of construction): Advanced surveying. Questions in geodetic, topographic and hydrographic surveying; methods of accurate land surveying and levelling in cities; details of the work of laying out and grading new streets and relocating old streets; evidence of ownership in disputed boundary lines. Surveying problems.

DRAUGHTSMAN, JUNIOR GRADE.

Handwriting.	} Same as Grade A.
Spelling.	
Education.	
Experience.	
Arithmetic.	
Algebra.	
Geometry.	
Tracing.	

Instead of the subject called "Duties," which appears in the rodman's examination, the applicants for this division will be given elementary drawing.

DRAUGHTSMAN, SENIOR GRADE.

Handwriting.	} Same as Grade A.
Education and experience.	
Algebra. To and including the solution of simultaneous equations of the second degree.	

Sample Questions.

1. Multiply $\frac{10 a^3 y}{9 b x^2}$ by $\frac{3 b^4 x^3}{4 a^3 y^2}$.
2. Divide $x^6 - 6 x^4 + 5 x^2 - 1$ by $x^3 + 2 x^2 - x - 1$.
3. There are three numbers. If we add $\frac{1}{2}$ the first to $\frac{1}{3}$ the second plus $\frac{1}{4}$ the third, the sum will be 62. Or $\frac{1}{3}$ the first plus $\frac{1}{4}$ the second plus $\frac{1}{5}$ the third equals 47. Or $\frac{1}{4}$ the first plus $\frac{1}{5}$ the second plus $\frac{1}{6}$ the third equals 38. Find the numbers.
4. Solve the equation $4x - \frac{14 - x}{x + 1} = 14$.
5. A rectangular plot of ground is surrounded by a walk 7 feet wide. The area of the plot and walk is 15,000 square feet, and of the walk 3,696 square feet. Find the length and breadth of the plot.

Geometry. The applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes. *Demonstrations of theorems will not be required.*

Sample Questions.

1. Through the vertex of a right angle a straight line of indefinite length is drawn, lying outside the angle. What is the sum of the two acute angles thereby formed? *Give your reasoning.*
2. If the angle at the vertex of an isosceles triangle is a right angle, what ratio exists between the base and the altitude? *Give your reasoning.*
3. Supposing a tangent drawn to a circle from a given point without; show by a sketch how you would determine the precise point of tangency. *Give the reasons for your method.*
4. The bases of a trapezoid are 32 feet and 20 feet respectively. Each of the other sides is 10 feet. Find the area of the trapezoid.
5. A cubic foot of brass is drawn into a wire $\frac{1}{8}$ of an inch in diameter. Find the length of the wire to the nearest foot. $\pi = 3.1416$.

Trigonometry. Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.

Sample Questions.

1. In a triangle ABC the angle A is 90° ; the side AB is 4 units long, AC 3 units, and BC 5 units. State, from inspection of the figure, the value of the cosine of the angle C ; the sine of B ; the tangent of C ; the secant of B .
2. Construct on paper an angle of $53^\circ 14'$ by means of its tangent (to be obtained from the tables), and explain your method.
3. Multiply 4978.3 by $(0.2916)^3$ and divide the result by $\sqrt[5]{1.985}$, using logarithms for all the computations.
4. A regular octagon is inscribed in a circle of 8 feet diameter. Compute the length of a side, using only natural functions for the angles.
5. From a point in the same horizontal plane with the base of a tower, the angle of elevation of its top is $50^\circ 39'$; and from a point of 100 feet further away it is $35^\circ 16'$. Required the height of the tower.

Duties. Questions relating to the implements, materials and methods used in making maps and plans. Details of plans, such as lettering titles, coloring and ornamenting; scales, north points, etc.

Methods of duplicating, preserving and cleaning plans, etc
Tracing. Same as Grade A.

Plotting. Plotting a survey by co-ordinates from field notes, ink-ing-in plot and lettering a title.

Sample Question.

Plot accurately, on a scale of 30 feet to an inch, the survey of a parcel of land given in the following notes : —

Station.	Bearing.	Distance.
1.	N. 48° 30' E.	213.00 feet.
2.	S. 42° 15' E.	193.80 “
3.	S. 49° 15' W.	162.00 “
4.	N. 82° 15' W.	77.40 “
5.	N. 42° 45' W.	133.20 “

Locate station one $5\frac{1}{2}$ inches from the bottom of the drawing paper and two inches from the left margin.

Ink-in the plot, mark the bearing and length of each side, draw a north point and letter the following title, making your own arrangement: “Plan of land in Boston belonging to John Smith, March, 1898. Scale, 30 feet to an inch.”

Drawing. This subject calls for the making of a detailed drawing of an engineering structure, the whole to be finished in India ink and neatly lettered. A rough sketch will be furnished, giving the general dimensions of the structure, and such other data will be supplied as a chief draughtsman or designer in actual practice would give to his assistant to enable him to prepare a set of working drawings.

In examinations already held, the applicants have been required to make the drawings of a masonry abutment for a high-way bridge.

INDEX.

INDEX.

A.

	PAGE
Act, civil service	77-109
Age of persons examined	61
limit of	105, 116-118
of call men	118
of call substitutes for examination	117
Agents	112
Aldermen, recommendation of	81
Applicants, complaints to be made in writing	148, 149
character of	81, 115
demand for	22
eligible two years	122
instructions to	179
may be required to furnish additional certificates of character	115
may inspect their examination papers	148
must prove good character	115
must present themselves promptly for examination	145
qualifications of	115, 119
residence and citizenship	115
shall be notified of the result of examination	121
when excluded from examination and from the eligible list	115
when entitled to a hearing	116
Application	80, 118-120, 132
date of reception	120
defective applications returned	119
expiration of	120
false statements in	120
form of	118
may be cancelled by Commission	115, 119
may be made at any time	119
must be filed at least ten days before examination	161
must be on blank form	118
must be supported by certificates of good character, etc.	119, 132
must be under oath	80, 119, 132
new application, when filed	119
not received from any vendor of intoxicating liquor, or person habitually using intoxicating beverages to excess, or any per- son convicted of any offence against the laws within the year	81, 115
of veterans	119
papers may be destroyed	94
papers remain on file	149
statements contained in	80, 119, 132
when defective, will be returned	119

	PAGE
Application — <i>Concluded.</i>	
where filed	119, 132
where special qualifications are required, may be made by non-residents	115
Appointed, but not employed	125
Appointing officers, cannot receive or consider recommendations made by senators and others, except as to character and residence of applicants	81
may examine papers of persons certified	125
may summon applicants before them	125
must select from those certified	122, 125, 135
request for further certification of person	124
shall make requisition to fill vacancies	122
to report appointments	81, 100, 127, 129, 135
to send notice of selection, rejection, transfer, promotion, etc.	81, 127, 129, 135
Appointments	39, 61, 65-68, 81, 125
after dismissal	127
after previous service	127
can be made only in accordance with rules	125
emergency,	129, 136
illegal	19
in cases of emergency	129, 136
must be reported	81, 100, 129, 135
non-competitive	126
no person shall be appointed without requisition	122
number of veterans	39, 61, 65-67
permanent	125, 128
probationary	125
provisional	126
responsibility for	110
shall not be affected or influenced by political or religious opinions or affiliations	120
temporary service	128
temporary, when made permanent	128
temporary, without examination, for not more than ten days	129
to be made from names certified	122, 125
when legality is in doubt	131
when less number made than requisition calls for	124, 135
Architects and architectural draughtsmen	114
Assessments for political purposes	84, 85
Assistant engineers, junior grade	114
senior grade	114
Attorney-General may file information	85, 91
opinions of	24

B.

Boards of examiners	6-8, 78, 111
instructions to	157-160
names	6-8
regulations for	144
Boatmen and swimmers	63, 73
Bookkeepers	112
Boston city charter, approval of heads of departments	10, 17, 107, 108
Brookline, town accountant	24

C.

	PAGE
Call men, Boston fire department	80, 117
cities other than Boston	123
Cambridge labor service	64, 67
Cashiers, etc.	112
Certification	122-124, 134, 149
additional names	125, 135
confined to three highest	122
disqualified for	149
from suitable list	122
method of	122
more than three times	124
of veterans who have passed examination	122
of three most eligible persons	122
of persons of one sex	124
soldier preference	95, 122, 123
three separate times	96, 124
to fill more than one vacancy	124
upon non-competitive examination	126
under exemption law	82
when void	123
Character of applicants	81, 115, 119
burden of proof as to	115
certificates of	115, 119
when found bad	115, 116
Chief clerks	112
Chief examiner, appointment and duties of	77, 143
Chief superintendents exempted	112
Chiefs of police	79
Citizens, applicants must be	115
Civil engineers	114, 221-234
divisions of	114, 221, 222
Civil service act and amendments	77-109
Classification of service	111-115
more positions included in	9, 10
Clerical assistance, Commission may apply to the proper authorities	111
Clerks, etc.	112, 181, 183
Commission, cannot advise as to vacancies, etc.	149, 180
chairman to be designated by Governor	98
expenses of	77, 98, 102, 103
increase of work	11
how appointed	77, 98
may appoint chief examiner and secretary	77
may certify from suitable list	122
may fix age, weight or height limit, or special qualification in any class	118
may subdivide classes	121
may summon witnesses	77
names and addresses	5
number of meetings	11
report of	9-26
rulings of	25
salary of	77, 98, 102, 103
shall keep records of all proceedings	78

Commission — <i>Concluded</i> .	
term of service	77, 103
to prepare rules	78
to report to General Court	78
to supervise and administer the rules	78
Compensation of examiners	145
Complaints may be made to Commission	148, 149
Condition, physical, failure in	146
Conduct, criminal or infamous	116
Constables,	113
Contributions for political purposes	84, 85
Conviction of offence against the laws within the year	81
Councilman, recommendation of	81
Criminal fraud	20
Curtiss, Elmer L., appointed commissioner and qualified	9

D.

Dates of examinations	161-178
Deaths to be reported	127
Deputy examiner, position recommended	11, 26
Deputy superintendents	106, 112
in police department of Boston	106
Discharges, to be reported to the Commission	81, 82, 127
of laborers for cause	137, 138
responsibility for	110
Dismissal, appointment after	127, 137
Dismissals to be reported,	81, 82, 127
Disqualifications	81, 115, 116, 133, 137, 149
Dissolute habits of applicants	116
District police	95, 113, 116, 204, 205
age, height, weight	105, 116
Dog constable, city of Lawrence	25
Draughtsmen	114, 222, 232-234
Draw-tenders and assistant draw-tenders	114, 211
Duties, change in, to be reported	127

E.

Education of persons examined and passed	61
Elections, office holders forbidden to use their official authority	84
Electricians	115
Eligibles, instructions to	179
list may be extended by vote of Commission,	122
list open to inspection	81
percentage necessary	180, 181
persons remain two years on eligible list	122, 179
priority of date no advantage	148, 180
register of	122, 148
State eligibles may be placed on list of city in which they reside and <i>vice versa</i>	148
when may be removed from list	119, 179
Emergency, appointment in case of	129, 136
appointments must be reported forthwith	129
Engineers of public buildings	10, 80, 114, 216
other cities	114, 216

	PAGE
Everett labor service	64, 68
registration clerk appointed	64
Examinations	29-61, 120, 161-178
appointing officer may examine papers of persons certified	125
applicants must present themselves promptly	145
changes in system and in markings	15, 181
clerical applicants must obtain 70 per cent.	15, 181
Commission may apply for temporary quarters	111
competitive	29, 145
dates of	161-178
exclusion from, on account of bad character, etc.	115
failure in non-competitive	126
for positions not classified	131
for promotion	130
how conducted	145
in cities other than Boston and in towns	30-37
in technical or special subjects	121
marking in	121, 146, 181
new clerical	15
no questions as to political or religious opinions	80, 120
non-competitive	37, 126, 129, 146
notice to appear for	120, 179
notices of, to be posted	99
number of	11, 29, 37, 61
number of persons examined, passed and appointed	38, 39, 61
obstruction of right of	81
oral	16
papers may be destroyed	94
papers open to inspection of applicants	148
papers may be inspected by appointing officers	125
papers remain on file	149
physical	13, 121, 145
schedule of	161-178
shall be practical and impartial	80, 120
special	37, 121
specimen papers	183-234
subjects designated by Commission	121
tabulated statements of	40-61
time and place for, to be designated by Commission	121
to test physical condition	121, 145, 153
to be practical	80, 120
veterans notified first	120
when and where held	121, 161-178
Examiner, chief	5, 77, 143
deputy	11, 26
physical	6, 13, 121
Examiners, boards of	6-8, 78, 111, 144
compensation of	145
designated by Commission	78, 111
duties of	144
names of	6-8
regulations for	144
special instructions to	157-160
when cannot serve	78, 144
who become applicants must vacate office	144
Executive Council, confirmation by	79

	PAGE
Executive officers	112
Exemption of veterans from examination	82, 122, 123
Exemptions from classification	79, 127
Experts designated to assist at examinations	111

F.

Fall River, reserve police force	92
False statements in application papers	20, 120
Fire service in Boston	80, 113, 117, 146, 196
age	117
age of call substitutes	117
call force	80, 117
call substitutes	117
failure in physical condition	146
height	80, 96
period of probation	25
physical and strength examination	121, 199, 201
promotion	130
Fire service, cities other than Boston	96, 113, 118, 123, 218
Foreman and sub-foreman of laborers	114, 212-215
Fraud	20, 120
criminal	20

G.

Gas fitters	10, 89
Grading	121, 122, 148, 149

H.

Handwriting, clerical applicants must obtain 70 per cent.	15, 181
Heads of Boston departments, qualifications of appointees investi- gated by Commission	10, 17, 107, 108
Health, when ill health or physical disability may disqualify	149
Hearings by Commission	11
Height, limit of	116-118
Hyde Park, town of	10, 23, 102

I.

Information may be filed by Attorney-General	85, 91
Inspectors	6, 12, 26, 101, 109, 113, 114, 185, 186, 204, 212, 215
railroad	101, 113
salaries of	26
weights and measures	23, 106
Institutions, positions in	21
Instructions to applicants and eligibles	179
to examiners	157-160
Instructors, etc.	113
Instrumentman	114, 221, 224-226
Interpreters	112
Investigations, Commission may summon witnesses	77

J.

Janitors	10, 80, 114, 216
Judicial officers, exemption	79

L.

	PAGE
Laborers and mechanics	18, 62-68, 80, 83, 118, 125, 132-137
absence without leave	136
age limit recognized	83, 134
applicants must renew eligibility	19, 62, 133
Boston	62
Cambridge	67
certificates for special service	133
certificates not received from appointing officer unless, etc.	133
certification	156
change of duties	137
changes in regulations	18
cities to which rules apply	62-68
city may appropriate a sufficient sum	65, 87, 132
classification	132
Commission may refuse to register	132, 133
Commission may require examinations	133
competent men	63
declaration to be filed after employment	135
discharge for cause	66-68, 137, 138
eligible on register one year	62, 133
emergency appointment	136
Everett	68
fraudulent registration	64, 120
in cities	64, 83, 86
method of registration	62, 133, 154
must produce certificates as to character and capacity	132, 133
must be citizens and residents six months	115
New Bedford	24
new regulations	62
Newton	67
not to be employed in labor other than that for which certified	137
number registered, certified and appointed	65-68
number of veterans registered and appointed	65, 67, 68
physical and practical tests	19, 63, 153
preference of veterans	62, 134
registrar of	5, 144
registration and certification, when discontinued in cities	132
registration, selections, etc.	80, 132-138
reinstatement	137
removal from register	63, 133
requisitions for	134
requisitions for experienced persons	134
requisitions for young men	83, 134
rule 32 applies	25
selection from certified list	135
selection in cases of emergency	136
suspension for six months	136
transfer of	136
veterans must produce certificate of service in army or navy	119
veterans, registration and employment of	133-136
when discharged for incompetence, etc.	137, 138
when failed to respond after notification	135
Worcester	67

	PAGE
Law, civil service	77-109
act to provide for better enforcement	10
city may appropriate money for enforcement of	87
on statute book twenty-five years	9
violations of	19, 85
Lawrence, position of dog constable not classified	25
violation of law	20
Leave of absence	25, 127
Life guards and helpers	63, 66
Liquor, no application received from a person habitually using, to ex-	
cess	81, 115
city shall not pay for	85
use of	81, 115
vendors of	81, 115
Lowell, fire service	90
violation of law	20

M.

Marking and grading	121, 122, 148, 149, 181
Massachusetts Reformatory, officer in county jail may be transferred to	88
Mates	115
Mechanics and laborers	18, 62-68, 80, 83, 118, 125, 132-137
Medal of honor	82
Messengers	112, 194
Metropolitan park police	113, 117, 139, 196
age, height, weight	23, 117, 139
physical examination	196
Military service, restoration after	83
Milton, town of	10, 91, 93
Moral qualifications	115, 119

N.

Natick, police and fire forces	10, 93
New application, when can be filed	119
New Bedford labor service	24
overseers of the poor, secretary classified	25
Newton labor service	67
Non-competitive examinations	37, 126, 129, 146
failure in	126
Non-residents, when may be examined	115
North Adams, city bookkeeper	24
Notice of selection, appointing officer to send	81, 100, 129, 135

O.

Office boys	112
Office holders forbidden to use their official authority and influence in	
certain cases	84
Officers of department	5
Offices not classified	79
not included in rules, applicants may be examined	131
Official authority, corrupt use of	84, 85
Opinions of Attorney-General	24
Overseers of the Poor, New Bedford, secretary classified	25

P.

	PAGE
Pay, increase of, to be reported	127
Pay-roll inspector	12, 17, 101
report of	69-72
Pay-rolls, inspection and certification of	10, 17, 104, 130
Pelletier, Joseph C., reappointed commissioner and qualified	9
resignation of	9
Penalty for violations of rules	86, 105
Percentum of proficiency fixed by Commission	121
Permanent appointments after probation	125
Physical Director, position of	26
Physical examinations	13, 121, 145, 153, 199, 208
by whom made	121
blanks	199, 208
condition shall not fall below 65 per cent.	146
condition, failure in	146
defect, physical	149
how marked	146
incapacity	149
petitions for re-examination shall not delay eligible lists	25
report of physical inspector	73-76
to whom given	13
Physical inspector	5, 13, 14
report of	73-76
Pilots and mates	115
Plumbing inspectors	10, 37, 87, 109
Police of Boston	106, 113, 116, 129, 146, 205, 208
applicants who fail in physical examination	146
age, height, weight	116
deputy superintendents	106
failure in physical condition	146
promotion	130
removals and suspensions	99
Police of other cities	113, 117, 129, 202
age, height, weight	117
promotion	130
removals and suspensions	99
reserve officers	87, 113, 129
special police	113, 128
to include all doing police duty, permanently or temporarily	113
Politics not to be revealed in examinations	80
Preference, veteran	79, 82, 83, 95, 116, 120, 122, 123, 130, 136
Prison service	90, 113, 117, 194
minimum height and weight	117, 139
Probation	25, 79, 125
increase of pay or change of duties during	125
original appointments	125
Promotion	16, 79, 130
failure in examination, not re-examined within six months	130
in clerical service	182
of veterans	79, 130
to be reported to Commission	81, 127
veteran preference	79, 130
Proof readers	113

	PAGE
Provisional appointment	126, 127
when applicant has failed	127
when made permanent	126
when shall cease	126, 127

Q.

Qualifications	115, 119
moral	115, 119
physical	121, 145, 146, 153
special	121, 122
Quo warranto, Attorney-General may file	85, 91

R.

Railroad inspectors	101, 113
Reappointment	83, 127, 128, 137
to same office without examination	127
Recommendations from senators and others, except as to character and residence, cannot be received or considered by appointing officers	81
of Commission	13, 15, 26
to be preserved	78
Records open to public inspection	78
preservation of	78, 94
Reduction in rank	110
Refreshments, wines, liquors, cigars, etc.	85
Register of eligibles	122, 148
Registrar of labor	5, 144
report of	62-68
Registration clerks in cities	5
Regulations	143-150
Commission to issue	110
for labor service of Boston	18, 151-156
Reinstatement	83, 127, 128, 137
Religious belief not to be revealed in examinations	80
Removals, an act to regulate	96
notice and hearing given to person removed	97
of police officers	99
responsibility for	110
to be reported to Commission	81, 127
Report of Commission	9-26
Report of secretary and chief examiner	29-61
Reports, appointing officer to report appointments, transfers, etc.	81, 127, 129, 135
Representative, recommendation of	81
Request, by appointing officer, for further certification of person	124
Requisition to be made	122
for names of veterans	123
for laborers	134
how filled	122-124, 134
pay and duties, when to be stated	123
when unable to fill	126, 134

	PAGE
Reserve police	87, 113, 129
of Fall River	92
Residents, applicants must be	115
Resignation, appointment after	127
must be reported	127
Restoration to list	122
Rodmen	114, 221, 222-224
Rules	110-142
acceptance of, by towns	23
amendments of	23, 139
changes shall be published	79
given general or limited application	78
may be altered or rescinded	78
penalty for violation of	86
prepared by Commission and approved by Governor and Council	78
publication of	79
shall be published and printed for distribution	79
Rulings made by Commission	25

S.

Schedule of examinations	161-178
School committee, appointments by	79, 80, 113, 114
School janitors	79, 114, 216
Sealers and inspectors of weights and measures	10, 23, 24, 106, 112, 139
Secretary, appointment and duties of	77, 143
report of	29-61
salary	103
Selection, method of	122-124
to be made from names certified	82, 122, 125
Senator, recommendation of	81
Soldiers' exemption	82, 122
preference	79, 82, 83, 95, 116-120, 122, 123, 130, 136
Somerville fire department, appointments in	89
Special examinations	37, 121
Special police	113, 128
Special qualifications	121, 122
Statements, false	20, 120
State prison service, age of applicants	90, 117, 139
officer in county jail may be transferred to	25, 88
Statistics as to persons examined and appointed	23, 29-61
Stenographers	113, 192
Storekeepers, etc.	112
Strength tests	146
blanks	201, 210
Subdivision of classes	121
Subscription for political purposes	84, 85
Substitute officials	128
Superintendents and assistants	112, 221
Supernumerary officials	128
Surveyors	114
Suspension	96, 122, 127, 136
an act to regulate	96
notice and hearing given to persons suspended	82, 97
Swimmers	63, 73

T.

	PAGE
Tallymen	112
Teachers exempted	79, 113
Technical subjects, examination in	121
Telegraphers	113
Telephone operators not classified	26
Temporary service, appointment for	128
Towns, provisions of civil service act extended to	10, 23, 86
Transfer	25, 88, 127, 129, 136
notice and hearing given to person transferred	82, 97
of laborers	136
of watchmen	25
upon non-competitive examination	129
when certified for temporary employment	130
Truant officers	10, 80, 113, 117, 219
age of	117
examination for	219

V.

Vacancies, method of filling	122
no advice as to	149, 180
Vendors of intoxicating liquors cannot apply	81, 115
Veterans, additional credit in marking	149
exempt from examination	82, 122, 123
certification of	123, 124, 156
labor service, number registered and employed	62-68
meaning of word veteran	82
not to be removed without a hearing	82, 97
number appointed without examination	39
number examined, passed and appointed	61
physical impairment	82
precedence in notification for examination	120
preference	79, 82, 83, 95, 116, 120, 122, 123, 130-136, 139
promotion of	130
requisitions for	123
retirement of	103
where limit of age shall not apply	116-118
Violations of civil service law and rules	19, 20, 79, 85
Visitors	112, 187-192
Vouchers of character	115, 119

W.

War, restoration to public service	83
Warren, Charles, continued chairman	9
Watchmen, etc.	113, 194
transfer of	25, 88
Weight, limit of	116-118
Weights and measures, sealers of	10, 23, 24, 106, 112, 139
Westfield, town of	23
Wines, liquors, etc., city shall not pay for	85
Witnesses, Commission may summon	77
Worcester labor service	67

